

# Policy and Procedure Manual Child Care Centers



## Child and Adult Care Food Program

Missouri Department of Health and Senior Services  
Division of Community Health  
Community Food & Nutrition Assistance  
P.O. Box 570  
Jefferson City, MO 65102

<http://www.dhss.mo.gov/cacfp>

Missouri Department of Health and Senior Services  
Child and Adult Care Food Program  
Child Care Centers  
Policy and Procedure Manual

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	<a href="http://www.dhss.mo.gov/cacfp">www.dhss.mo.gov/cacfp</a>

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  1	SECTION  1.1
CHAPTER Chapter 1. Introduction	SUBJECT General			


Good nutrition, the development of desirable eating habits, and learning about food choices are vital building blocks for young children. Provisions must be made to ensure that these building blocks are in place in order to promote good health throughout life. Growing numbers of young children receive a significant proportion of their food in child care settings.

Those responsible for feeding children in child care centers have a great and important responsibility:

- To serve wholesome and attractive meals that meet children's nutritional needs; and
- To make meal time a pleasant and sociable experience.

Sharing in the responsibility is the staff of the Child and Adult Care Food Program (CACFP). The CACFP is a U.S. Department of Agriculture (USDA) program which is administered by the Missouri Department of Health and Senior Services (MDHSS)—Community Food and Nutrition Assistance (CFNA).

Together, the MDHSS and child care providers can maintain a commitment of high quality care. This policy and procedure manual is designed to give child care providers instructions on how to operate the CACFP and serve wholesome and attractive meals that meet the nutritional needs of the children in their care.

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CHAPTER Chapter 1. Introduction	SUBJECT History – National Level			


The Child Care Food Program (CCFP) was established by Congress in 1968 to provide meals to children in child care centers, settlement houses, and recreation centers. The program was created in response to the need to provide good nutrition to children in low-income areas where there were large numbers of working mothers.

Congress passed another law in 1978 to make the program permanent and ensure that the program continued to provide quality nutrition. Under this law, any public or private nonprofit institution that is licensed or approved to care for children may participate in the program. This included child care centers, recreation centers, outside-school-hours care centers, group day care homes, and institutions providing day care for the handicapped.

Private, for-profit organizations receiving compensation from Title XX of the Social Security Act became eligible to participate in 1981. This eligibility required not less than 25 percent of the children enrolled in each calendar month to be Title XX beneficiaries. The eligibility requirement was amended August 1992 to allow private, for-profit Title XX child care centers to participate in CACFP if at least a) 25% of their enrolled or b) 25% of their licensed capacity, whichever is less, receive Title XX benefits. This amendment provides for child care centers only. The eligibility requirement was further amended in 2002 to allow for-profit child care centers to participate in the CACFP if at least a) 25% of their enrolled children, or b) 25% of their license capacity, whichever is less, are eligible for free or reduced price meals. This provision was made permanent in the 2004 Child Nutrition and WIC Reauthorization Act.

Another provision in 1981 allowed all eligible nonresidential institutions to receive reimbursement for providing meals to children 12 years of age and younger. The age limit for the children of migrant workers is 15 years of age and younger. Mentally or physically handicapped individuals can participate in the CACFP if they are enrolled in a child care center or facility that serves individuals primarily 18 years of age and under.

The program was further expanded in 1988 to allow certain adult day care centers to participate. In 1990, the overall program name changed to Child and Adult Care Food Program (CACFP) with both the Child Care Food Program and Adult Care Food Program within the CACFP. This manual is designed for child care centers.

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CHAPTER Chapter 1. Introduction		SUBJECT Administration			

At the national level, the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the CACFP. The national office develops regulations, publications, and forms, and establishes the policies necessary to carry out the program. The national office is also responsible for oversight of the program and providing guidance to ensure delivery of program benefits to those children who are eligible.

The Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) is the State-administering agency for the CACFP in Missouri. The central office is located at:

Missouri Department of Health and Senior Services  
Community Food and Nutrition Assistance  
P.O. Box 570  
Jefferson City, MO 65102  
573-751-6269  
800-733-6251  
573-526-3679 (fax)  
[www.dhss.mo.gov/cacfp](http://www.dhss.mo.gov/cacfp)

The district office addresses are:


Northwestern District Health Office  
3717 S. Whitney Ave.  
Independence, MO 64055  
800-733-6251

Eastern District Health Office  
220 South Jefferson  
St. Louis, MO 63103  
800-733-6251

Southwestern District Health Office  
1414 West Elfindale, P.O. Box 777  
Springfield, MO 65801  
800-733-6251

Cape Girardeau Area Health Office  
710 Southern Expressway, Suite B  
Cape Girardeau, MO 63703  
800-733-6251




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CHAPTER Chapter 1. Introduction	SUBJECT Assistance Available			

Through the MDHSS-CFNA staff, the following assistance can be expected:

- Training on program rules and regulations, recordkeeping requirements, application procedures, food service operations, meal service techniques, nutrition concerns, nutrition education, and financial management;
- Institution and facility reviews to ensure that programs operate in accordance with program regulations;
- Technical assistance and consultation as needed;
- Information on audit requirements;
- Outreach to nonparticipating, eligible child care settings;
- Timely processing of applications;
- Payments for eligible meals and other allowable expenses;
- Cash-in-lieu of commodities or commodities;
- Forms, publications, and guidelines to help operate the program;
- Procedures for institutions to appeal decisions affecting participation or reimbursement; and
- Means to ensure that institutions do not discriminate against anyone because of their race, color, national origin, sex, age, or disability.

Through MDHSS-CFNA, other assistance is available to child care providers. This includes technical assistance, public health services, and resource materials on a wide range of issues. Major areas in which assistance is available through either the local health agency or through the State or district health offices include:

- Special Supplemental Feeding Program for Women, Infants, and Children (WIC);
- Communicable disease control. This includes such diseases as giardia, measles, and chicken pox;
- Immunizations; (State law requires that all children receive their immunizations.)
- Dental health;
- Sanitation and environmental health;
- Assistance for children with special health care needs; and
- General health and safety.

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CHAPTER Chapter 1. Introduction		SUBJECT Definitions			

***“Administrative costs”*** means costs incurred by an institution related to planning, organizing, and managing a food service under the Program, and allowed by the State agency financial management instruction. These administrative costs may include administrative expenses associated with outreach and recruitment.

***“Administrative review”*** means the fair hearing that is provided upon request to; a) an institution that has been given notice by the State agency of any action or proposed action that will affect their participation or reimbursement under the Program, in accordance with 226.6(k); b) a principal or individual responsible for an institution’s serious deficiency after the responsible principal or responsible individual has been given notice of intent to disqualify them from the Program; and, c) a child care home that has been given notice of proposed termination for cause.

***“Administrative review official”*** means the independent and impartial official who conducts the administrative review held in accordance with 226.6(k).

***“Adult care center”*** means any public or private non-profit organization or any for-profit Title XIX or Title XX center which is licensed or approved by federal, state, or local authorities to provide nonresidential adult care services to functionally impaired adults or persons 60 years of age or older in a group setting outside their home on a less than 24 hour basis and provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

***“Adult care facility”*** means a licensed adult day care center under the jurisdiction of a sponsoring organization.

***“Adult participant”*** means a person enrolled in an adult day care center who is functionally impaired (see definition) or is 60 years of age or older.

***“At-Risk after school program”*** means a program that provides educational or enrichment activities in an organized, structured, and supervised environment for school-age children after normal school hours.

***“Child care center”*** means any public or private nonprofit organization, or any for-profit Title XX center as defined in this section (“Proprietary Title XX center”), licensed to provide nonresidential child care services to enrolled children, primarily of preschool age, including, but not limited to child care centers, settlement houses, neighborhood centers, Head Start centers and organizations providing child care services for disabled children. Child care centers may participate in the Program as independent centers or under the auspices of a sponsoring organization.

***“Child care facility”*** means a licensed child care center, child care home, or outside-school-hours care center under the auspices of a sponsoring organization.

***“Children”*** means (a) persons 12 years of age and under, (b) children of migrant workers 15 years of age and under, and (c) mentally or physically disabled persons, as defined by the State, enrolled in an institution or a child care facility serving a majority of persons 18 years of age and under.

***“Current income”*** means income received during the month prior to application for free or reduced-price meals. If such income does not accurately reflect the household’s annual income, income shall be based on the projected annual household income. If the prior year’s income provides an accurate reflection of the household’s current annual income, the prior year may be used as a basis for the projected annual income.

***“Day care home or child care home”*** means an organized nonresidential child care program for children enrolled in a private home, licensed or approved as a family or group child care home under the auspices of a sponsoring organization. Child care must be conducted in a private residence.

***“Disqualified”*** means the status of an institution, a responsible principal or responsible individual, or a child care home that is ineligible for participation.

***“Enrolled child”*** means a child whose parent or guardian has submitted to a child care center/facility a signed document which indicates that the child is enrolled for child care; who is present in the child care center for the purpose of child care; and who has eaten at least one meal during the claiming period.

***“Facility”*** means a sponsored center or a family child care home.

***“Family”*** means a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit, sharing housing and all significant income.

***“Federal Regulations”*** The Child and Adult Care Food Program is governed by the rules and regulations as defined in Code of Federal Regulations (CFR) Title 7, Volume 4, Chapter II, Part 226, (7CFR 226) effective September 1, 2004.

***“Fiscal year”*** means a period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year.

***“Food service management company”*** means an organization other than a public or private non-profit school with which an institution may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk, for use in the Program.

***“Food Stamp household”*** means any individual or group of individuals who are currently certified to receive assistance as a household under the Food Stamp Program.

***“Free meal”*** means a meal served under the Program to a child from a family which meets the income standards for free school meals and for which neither the child nor any member of his family pays or is required to work in the food service program.

***“Functionally impaired adult”*** means chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer’s disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capability for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation,

maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitation refers to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

***“Handicapped person”*** is defined as any person who has “a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. (FNS Instruction 783-2, exhibit A, 7CFR 15b.3)

***“Household”*** means “family” as defined under the definition of family.

***“Income standards”*** means the family-size and income standards prescribed annually for determining eligibility for free and reduced-price meals under the National School Lunch Program and the School Breakfast Program.

***“Income to the Program”*** means any funds used in an institution's food service program, including, but not limited to all monies, other than Program payments, received from other Federal, State, intermediate, or local government sources; payment for children's meals and food service fees; income from any food sales to adults; and other income, including grants from organizations or cash donations from individuals.

***“Independent center”*** means a child care center or outside-school-hours center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

***“Infant cereal”*** means any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with iron fortified formula or breast milk prior to consumption. Infant cereals must be fortified to the level of 45% of the Daily Value for iron as indicated by the manufacturer's nutrition label.

***“Infant formula”*** means any iron-fortified infant formula, intended for dietary use as a source of food for normal, healthy infants served in liquid state at manufacturer's recommended dilution.

***“Institution”*** means a sponsoring organization, independent child care center, outside-school-hours care center, homeless or emergency shelter, or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

***“Internal controls”*** means the policies, procedures, and organizational structure of an institution designed to reasonably assure that (a) the Program achieves its intended result; (b) Program resources are used in a manner that protects against fraud, abuse, and mismanagement and in accordance with law, regulations, and guidance; and (c) timely and reliable Program information is obtained, maintained, reported, and used for decision making.

***“Meals”*** means food which is served as snacks, breakfast, lunch or supper to enrolled children at an institution or child care facility and which meets the nutritional requirements of the Program.

***“Medicaid participant”*** means an adult participant who receives assistance under Title XIX of the Social Security Act, the Grant to States for Medical Assistance Programs – Medicaid.

**“Milk”** means pasteurized fluid types of unflavored or flavored whole milk, low fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with State and local standards for such milk.

**“National disqualified list”** means the list, maintained by the USDA, of institutions, responsible principals and responsible individuals, and family child care homes disqualified from participation in the Program.

**“New institution”** means an institution applying to participate in the Program for the first time, or an institution applying to participate in the Program after a lapse in participation.

**“Nonpricing program”** means an institution in which there is no separate identifiable charge made for meals served to enrolled children.

**“Nonprofit food service”** means all food service operations conducted by the institution principally for the benefit of enrolled children, for which all of the Program reimbursement funds are used solely for operation or improvement of such food service.

**“Nonresidential”** means that the same children are not maintained in care for more than 24 hours on a regular basis.

**“Notice”** means a letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a State agency or FNS with regard to an institution’s Program reimbursement or participation. Notice also means a letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a sponsoring organization with regard to a day care home’s participation. The notice must specify the action being proposed or taken and the basis for the action, and is considered to be received by the institution or day care home when it is delivered, sent by facsimile, or sent by email. If the notice is undeliverable, it is considered to be received by the institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee’s last known mailing address, facsimile number, or email address.

**“Operating costs”** means expenses incurred by an institution in serving meals to children under the Program, and allowed by the State agency financial management instruction.

**“Outside-school-hours care center”** means a public or private nonprofit organization or a for-profit Title XX center, as defined in these definitions, licensed or approved to provide organized nonresidential child care services to enrolled children outside of school hours. Outside-school-hours care centers may participate in the Program as independent centers or under the auspices of a sponsoring organization.

**“Overlap”** means the number of children in care may exceed the licensed capacity of the facility at the time of overlap. The number in care shall never be more than one-third over the licensed capacity of the facility. The overlap period(s) shall not exceed two hours total in any twenty-four hour child care day. The two hours of available overlap time may be utilized in smaller time periods. ***Overlap must be approved by the Bureau of Child Care.***

**“Participants”** means children or adult participants as defined in this section.

***“Pricing program”*** means an institution in which a separate identifiable charge is made for meals served to enrolled participants.

***“Principal”*** means any individual who holds a management position within, or is an officer of, an institution or sponsored center, including all members of the institution’s board of directors or the sponsored center’s board of directors.

***“Program”*** means the Child and Adult Care Food Program authorized by Section 17 of the National School Lunch Act, as amended.

***“Program payments”*** means financial assistance in the form of reimbursement paid or payable to institutions for operating costs and administrative costs.

***“Proprietary Title XIX center”*** means any private, for-profit center providing nonresidential adult day care services for which it receives compensation from amounts granted to the states under Title XIX of the Social Security Act and in which Title XIX beneficiaries were not less than 25 percent of enrolled eligible participants during the calendar month preceding initial application or annual reapplication for Program participation.

***“Proprietary Title XX center”*** means any private, for-profit child care center: (a) providing nonresidential day care services for which it receives compensation from amounts granted to the States under Title XX of the Social Security Act and (b) in which Title XX beneficiaries were at least 25% enrolled children or 25% of their licensed capacity, whichever is less, during the calendar month preceding initial application or annual re-application for Program participants or during any month for which reimbursement is claimed.

***“Reduced-price meal”*** means a meal served under the Program to a child from a family which meets the income standards for reduced-price school meals. Any separate charge imposed shall be less than the full price of the meal, but in no case more than 40 cents for a lunch or supper, 30 cents for a breakfast, and 15 cents for a supplement, and for which neither the child nor any member of his family is required to work in the food service program.

***“Renewing institution”*** means an institution that is participating in the Program at the time that it submits a renewal application.

***“Responsible principal or responsible individual”*** means a) a principal, whether compensated or uncompensated, who the State agency or FNS determines to be responsible for an institution’s serious deficiency; b) any other individual employed by, or under contract with, an institution or sponsored center, who the State agency or FNS determines is responsible for an institution’s serious deficiency; or, c) an uncompensated individual who the State agency or FNS determines to be responsible for an institution’s serious deficiency.

***“Seriously deficient”*** means the status of an institution or a day care home that has been determined to be non-compliant in one or more aspects of its operation of the Program.

***“Shift care”*** is the term used to describe caring for children during different time periods during the day. For example, a center that cares for 10 children between 7:30-2:30 and a different group of children from 2:30-5:00 after the first group goes home is providing shift care.

***“Sponsoring organization”*** means a public or nonprofit private organization which is entirely responsible for the administration of CACFP in (a) one or more family child care homes; (b) two or more child care centers or outside-school-hours care centers which are a legally distinct entity from the sponsoring organization; (c) two or more child care centers or outside-school-hours centers; or (d) any combination of child care centers, child care homes and outside-school-hours care centers. The term “sponsoring organization” also includes a for-profit organization which is entirely responsible for administration of the Program in any combination of two or more centers and outside-school-hours care centers which are part of the same legal entity as the sponsoring organization, and which are for-profit Title XX centers.

***“State agency”*** means the Missouri Department of Health and Senior Services –Community Food and Nutrition Assistance that has been designated by the Governor or other appropriate executive, or by the legislative authority of the State, and has been approved by the Department to administer the Program within the State or in states in which USDA-FNS administers the Program.

***“State agency list”*** means an actual paper or electronic list or the retrievable paper records, maintained by the State agency, that include a synopsis of information concerning seriously deficient institutions and providers terminated for cause in the State. The list must be made available to FNS upon request, and must include the following information: a) institutions determined to be seriously deficient by the State agency, including the names and mailing addresses of the institutions, the basis for each serious deficiency determination, and the status of the institutions as they move through the possible subsequent stages of corrective action, proposed termination, suspension, agreement termination, and/or disqualification, as applicable; b) responsible principals and responsible individuals who have been disqualified from participation by the State agency, including their names, mailing addresses and dates of birth; and, c) child care home providers whose agreements have been terminated for cause by a sponsoring organization in the State, including their names, mailing addresses, and dates of birth.


***“Suspended”*** means the status of an institution or day care home that is temporarily ineligible for participation (including Program payments).

***“Suspension review”*** means the review provided, upon the institution’s request, to an institution that has been given a notice of intent to suspend participation (including Program payments), based on a determination that the institution has knowingly submitted a false or fraudulent claim.

***“Suspension review official”*** means the independent and impartial official who conducts the suspension review.

***“Unannounced review”*** means an on-site review for which no prior notification is given to the facility or institution.

***“Yogurt”*** means commercially coagulated milk products obtained by the fermentation of specific bacteria, that meet milk fat or milk solid requirements to which flavoring foods or ingredients may be added. These foods are covered by the Food and Drug Administration’s Standard of Identity for yogurt, low-fat yogurt, and nonfat yogurt.

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CHAPTER Chapter 1. Introduction		SUBJECT Acronyms			

The following acronyms will be used throughout the procedure manual:

**CACFP** – Child and Adult Care Food Program

**CFNA**- Community Food and Nutrition Assistance

**CN** – Child Nutrition

**FSD** –Family Support Division (formerly Division of Family Services, DFS)

**FNS** – Food and Nutrition Service

**IC** – Independent Center

**IEF**- Income Eligibility Form

**IRS** – Internal Revenue Service

**MDHSS** – Missouri Department of Health and Senior Services

**MPRO** – Mountain Plains Regional Office


**SA** – State Agency (MDHSS-CFNA)

**SD**- Serious Deficiency or Seriously Deficient

**SO** – Sponsoring Organization

**USDA** – United States Department of Agriculture



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CHAPTER Chapter 2. Eligibility Requirements		SUBJECT Private Non-Profit Centers			

## Private Non-Profit Centers Must Be:


- Tax exempt under Internal Revenue Service (IRS) Code of 1986.
- Non-residential.
- Licensed by the Missouri Department of Health and Senior Services – Bureau of Child Care (MDHSS-BCC) or licensed by a branch of the federal government as a child care center.
- License-exempt as a religious organization or nursery school that has met the appropriate inspections or permits to certify that all state and local health and safety standards and requirements are met at all times.

The tax-exempt status must be verified by submitting the determination letter from the Internal Revenue Service (IRS) with the initial application to the CACFP. **Organizations holding Missouri tax exempt status with the Secretary of State's office without holding the Federal IRS tax exemption are not eligible to participate in the CACFP.** The institution may participate without tax-exempt status if it is part of a military operation or is currently operating another Federal program which requires non-profit status, e.g. Head Start.

Current law and regulations limit participation in the CACFP to centers providing non-residential child care. When an emergency temporary residential situation occurs, the children may continue to be considered "non-residential" for program purposes. Reimbursement may be claimed by the provider for the meals served to these children within program limits, for a maximum of three consecutive calendar days.

Each institution shall accept final administrative and financial responsibility for Program operations. Institutions cannot contract out for the entire management of the Program. Nor can the institution participate in CACFP and the National School Lunch Program or Special Milk Program at the same time.

Reference: 7CFR226.15

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  2	SECTION  2.2
CHAPTER Chapter 2. Eligibility Requirements		SUBJECT For-Profit Centers			

## For-Profit Child Care Centers Must Be:

- Non-residential.
- Licensed by Missouri Department of Health and Senior Services – Bureau of Child Care.
- Receiving Title XX funds for at least 25% of children enrolled or 25% of licensed capacity, whichever is less,

**OR**


- Providing services for at least 25% of enrollment or 25% of licensed capacity, whichever is less, of children whose households meet the income criteria for free or reduced price meals.

For each month of the contract period, the institution must determine the percentage of enrolled children who are Title XX beneficiaries or who qualify for free or reduced price meals. If less than 25% of the enrolled children or licensed capacity (whichever is less) are Title XX beneficiaries or qualify for free or reduced price meals, the institution cannot claim meals for that month. For the purposes of the CACFP, enrollment is defined as any child who was enrolled and attended at least one day during the month. A child is considered a Title XX beneficiary if he/she was in attendance for at least one day for the claim month on the Family Support Division Vendor Invoice. See Section 4.4 for more information on determining for-profit eligibility.

Current law and regulations limit participation in the CACFP to centers providing non-residential child care. When an emergency temporary residential situation occurs, the children may continue to be considered “non-residential” for program purposes. Reimbursement may be claimed by the provider for the meals served to these children within program limits for a maximum of three consecutive calendar days.

Each institution shall accept final administrative and financial responsibility for Program operations. Institutions cannot contract out for the entire management of the Program. Nor can the institution participate in CACFP and the National School Lunch Program or Special Milk Program at the same time.

Reference: 7CFR 226.11 and 226.15

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  2	SECTION  2.3
CHAPTER Chapter 2. Eligibility Requirements		SUBJECT Public Centers			

## Public Child Care Centers Must Be:


- Non-residential.
- Licensed by Missouri Department of Health and Senior Services – Bureau of Child Care.

Public centers are those centers owned and operated by city, county, or state governmental entities. All public centers must be licensed by MDHSS-BCC to ensure that minimum standards are met.

Current law and regulations limit participation in the CACFP to centers providing non-residential child care. When an emergency temporary residential situation occurs, the children may continue to be considered “non-residential” for program purposes. Reimbursement may be claimed by the provider for the meals served to these children within program limits for a maximum of three consecutive calendar days.

Each institution shall accept final administrative and financial responsibility for Program operations. Institutions cannot contract out for the entire management of the Program. Nor can the institution participate in CACFP and the National School Lunch Program or Special Milk Program at the same time.

Reference: 7CFR226.15

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  3	SECTION  3.1
CHAPTER Chapter 3. Applying to the Program	SUBJECT Forms to Complete			

An application for participation in the Child and Adult Care Food Program (CACFP) must be submitted to the Missouri Department of Health and Senior Services –Community Food and Nutrition Assistance (MDHSS-CFNA) on an annual basis. The forms to be submitted are dependent upon the type of institution (private non-profit, private for-profit, or sponsoring organization) applying to the Program. An **independent center** enters into a contract with the State agency to assume final administrative and financial responsibility for Program operations. A **sponsoring organization** is entirely responsible for the administration of the food program in one or more child care centers.

**All Independent Centers must complete and submit:**

- Application for Facility in the CACFP
- Vendor Application Form<sup>1</sup>
- Two weeks of menus for all meals or snacks claimed<sup>1</sup>
- Program Services Contract and Scope of Work (for renewal only)
- Food service contract if center has contracted for preparation of meals
- Budget for Independent Center or Facility
- Bank/Financial Institution Direct Deposit Form<sup>1</sup>

**For-Profit Centers must also complete and submit:**

- For-Profit Title XX verification
- Copy of Title XX contract with the Family Support Division
- Copy of Vendor Invoice submitted to Family Support Division for the month prior to application

**OR**

- For centers qualifying on the percent of children eligible for free and reduced price meals, a roster of children enrolled for the month prior to the application month and identification of children who are eligible for free and reduced price meals.

**Non-Profit Centers must also submit:**


- Federal IRS tax exemption letter<sup>1</sup>
- Audit Requirements Form

**Sponsoring Organizations of Centers must complete and submit:**

- Application for Participation and Management Plan for Sponsoring Organization
- Application for Facility in the CACFP for each center under the sponsoring organization's jurisdiction
- Program Services Contract and Scope of Work (for renewal only)
- Vendor Application Form<sup>1</sup>
- Title XX verification if any sponsored centers that are for-profit or eligibility documentation for centers qualifying under the percent of free/reduced price eligible children served
- Two weeks of menus for each center for all meals or snacks claimed<sup>1</sup>
- Food service contract if any centers contract for the preparation of meals
- Copy of Title XX contract for each for-profit center under the sponsor's jurisdiction
- Copy of enrollment roster for each for-profit center qualifying on the basis of free/reduced meal eligibility with the children eligible for free or reduced price meals identified on the roster
- Federal IRS tax exempt letter for each non-profit center under the sponsor's jurisdiction<sup>1</sup>

<sup>1</sup>Submit only if first time applying to the CACFP.

Reference: 7CFR226.6(b)

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	3	3.2
CHAPTER Chapter 3. Applying to the Program		SUBJECT Updating Application Information			


The institution shall inform the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) if any of the application information changes throughout the program contract year. Failure to promptly notify MDHSS-CFNA of changes could result in delayed or denied reimbursement.

**MDHSS-CFNA shall be notified if any of the following changes occur:**

- **Change in Ownership** – The institution must inform MDHSS-CFNA of a change in ownership status of the institution. In order to prevent an assessment of an overclaim or a denial of reimbursement, it is critical that MDHSS-CFNA be advised **before** the transfer occurs. A new application is required.
- **Change in Authorized Representative** – The institution must inform MDHSS-CFNA of any changes in authorized representative(s). This will prevent delayed or denied claims and assist MDHSS-CFNA to track and provide the required training for new staff.
- **Change in Address** – The institution must inform MDHSS-CFNA of all changes in the address. The location of the institution's current place of business and hours of operation must be on file. An incorrect address in the file could result in a serious deficiency if found during the monitoring visit.
- **Licensing Status or Number** – The institution must inform MDHSS-CFNA of any changes in licensing status. Institutions shall notify MDHSS-CFNA if their license is suspended or revoked. An institution cannot claim reimbursement in any time period when the license is outdated or revoked. If a license is renewed or the licensed capacity of the institution is increased or decreased during the program year, the institution shall inform MDHSS-CFNA. Change of license number for any reason, or change from single proprietor to incorporation or LLC requires a new application.
- **Tax-Exempt Status** – Institutions must notify MDHSS-CFNA immediately if tax-exempt status is revoked. A new application is required.
- **Changes in Care** – An institution must notify MDHSS-CFNA if changes are made in hours of operation or changes are made in shift care or overlap care.
- **Changes in Meals Claimed or Meal Service Times** – An institution must notify MDHSS-CFNA of any changes in meals claimed or meal service times. If an institution decides to provide (and claim) another meal, a written request and two weeks of menus for that meal shall be submitted to MDHSS-CFNA. Menus must be reviewed and approved by MDHSS-CFNA before the additional meal may be claimed for reimbursement.
- **Changes in Claim Processing** – An institution must notify MDHSS-CFNA when they make a decision to stop filing CACFP claims. The institution will still be responsible for any overclaim

payments and must retain all CACFP records for three years after stopping to claim for meal reimbursement.

- **Institution Closure** – The institution must notify MDHSS-CFNA when a closure is planned. The date of the last operational day shall be submitted in advance, all claims processed, and a method established to make any overclaim/debt repayments.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  2/08	CHAPTER  3	SECTION  3.3
CHAPTER Chapter 3. Applying to the Program	SUBJECT Review Process of Applications			

A child care center or sponsoring organization that is first applying to participate in the Child and Adult Care Food Program (CACFP) will submit an application to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA). Application packets are available on the CACFP web page at [www.dhss.mo.gov/cacfp](http://www.dhss.mo.gov/cacfp).

MDHSS-CFNA will notify the center within 30 calendar days of any missing information needed to approve the application.

When the application is complete and meets all requirements, the center application is approved and a contract is issued. The contract will be dated for the day that the application is approved. This date is considered the first day the center is eligible to claim meals in the CACFP.

If the center application is denied, the center will be given an opportunity to file an appeal.

Applications may be denied for newly applying centers or sponsors under the following conditions:

- Submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity.
- MDHSS-CFNA is prohibited from approving an institution's application if, during the past seven years, the institution or any of its principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or determined eligible for that program.
- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

Participating centers or sponsors will be required to submit annual renewal applications for continued participation in the CACFP. In general, contracts will be mailed with the renewal application notices and materials, and will be dated for October 1 of the upcoming federal fiscal year. Applications will be due on or before the end of September to assure uninterrupted participation in the CACFP. In situations where renewal applications are received after the due date, MDHSS-BCFNA may allow a participating center or sponsor to claim meals for the month prior to the month of application approval. However, under no circumstances will a contract be back-dated further than the month prior to the month of application approval.




An application for participation in CACFP may be denied for participating centers or sponsors for the following reasons:

- Submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity;
- Permitting an individual who is on the National Disqualified List to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center;
- Failure to operate the program in conformance with standards set forth in federal regulations;
- Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations;
- Failure to maintain adequate records;
- Failure to adjust meal orders to conform to the variations in the number of participants;
- Claiming reimbursement for meals not served to participants;
- Claiming reimbursement for a significant number of meals that do not meet Program requirements;
- Use of a food service management company that is in violation of health codes;
- Failure of a sponsoring organization to disburse payments to its facilities in accordance with regulations, or in accordance with its management plan;
- Claiming reimbursement for meals served by a proprietary title XX child center during a calendar month in which less than 25 percent of its enrolled children, or 25 percent of licensed capacity, whichever is less, were Title XX beneficiaries;
- Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with regulations;
- Failure to perform any of the other financial and administrative responsibilities required by regulation;
- The fact that the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed;

- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

Any decision made by MDHSS-CFNA to deny an application can be appealed. See Chapter 12 for appeal procedures.

Reference: 7CFR226.6(b)(1) and (2)

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  3	SECTION  3.4
CHAPTER Chapter 3. Applying to the Program		SUBJECT Application Forms			

### **Application for Sponsoring Organization of Centers or Programs in the CACFP**

Form shall be completed by all sponsoring organizations of centers or programs. The form must be accurately and fully completed.

### **Management Plan for Sponsoring Organizations of Child Care Centers or Programs in the CACFP**

Form shall be completed by all sponsoring organizations of centers or programs. The form must be accurately and fully completed.

### **Application for Participation for Facility in the CACFP**

Form shall be completed for each center applying for participation to the CACFP.

### **Budget for Independent Center or Facility in the CACFP**

Form shall be completed for each center applying for participation to the CACFP.

### **Audit Requirements Form**

Form shall be completed for non-profit centers applying for participation to the CACFP.

### **Verification of For-Profit Centers Form**

Submit Title XX verification for for-profit center(s) applying to the program. For each for-profit center, attach a copy of the contract with the Family Support Division for Title XX services and a copy of a vendor invoice submitted to the Family Support Division for the month preceding the month of application.

### **OR**

Submit an enrollment roster that lists the attendees for the month preceding the date of application and an indication of attendees who are eligible for free and reduced price meals. See Section 2.2 for more information.

### **Vendor Application Form (SAM II)**

The institution shall complete this form only if this is the first application made to MDHSS-CFNA or the institution does not already have a Missouri State vendor number. Each institution must have a Missouri State vendor number in order to receive payment from MDHSS.

### **Bank/Financial Institution Direct Deposit Form**

The institution shall complete this form only if this is the first application made to MDHSS-CFNA, or if deposit information has changed.

### **Two Weeks of Menus**

If applying for the first time, submit two weeks of menus for each meal type claimed. If breakfast, lunch, and a snack are claimed, the institution must submit two weeks of menus for breakfast, lunch, and snack. The menus should be in compliance with the CACFP menu requirements. See Chapter 7 for meal pattern

requirements. A sponsoring organization must submit menus for each center under their sponsorship if different meals are provided at each facility.

**Food Service Contract**


Submit a copy of the food service contract if the center is receiving food from a food service management company.

**Tax Exemption Letter for Non-Profit Centers**

Submit the Federal IRS determination letter for each non-profit center applying. See Section 2.1 for further details. A state IRS exemption letter will not be adequate. A sponsoring organization must submit a Federal IRS tax-exempt letter for each non-profit center under their sponsorship. The Federal IRS determination letter should be submitted only for new centers.

**Overlap Approval**


Submit a copy of the overlap approval letter or the Child Care Facility Overlap Request form (DC-16) from the Bureau of Child Care (if applicable).

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  3	SECTION  3.5
CHAPTER Chapter 3. Applying to the Program	SUBJECT Contract			

The contract with the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) is a written contract explaining expectations between the provider and MDHSS-CFNA. All CACFP institutions must sign a contract and submit it to MDHSS-CFNA before any reimbursement can be paid for meals.

For renewals only, a contract with the Scope of Work is sent with the institution's application packet. The contract should be signed by the institution and returned to MDHSS-CFNA as soon as possible. The institution should keep the Scope of Work. Once the contract is signed by the applicant and the MDHSS representative, a copy of the contract will be sent to the institution.

The contract is effective for a period of one year or less depending on application approval date. At the end of September of each fiscal year, a renewal contract must be signed between the institution and MDHSS. A copy of the contract should be retained in your files with all Program records for a period of at least three years.


	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  7/10	CHAPTER  4	SECTION  4.1
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Reimbursement Rates			

Institutions will be reimbursed with the following rates. These rates are effective July 1, 2010, through June 30, 2011

	<u>Breakfast</u>	<u>Lunch/Supper*</u>	<u>Snack</u>
Free	1.48	2.9225	.74
Reduced	1.18	2.5225	.37
Paid	.26	.4625	.06

\*The rate for lunch/supper includes 20.25 cents for each lunch and supper as cash-in-lieu of commodities.

Reference: Federal Register/Vol. 75, No. 137, July 19, 2010

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  4/08	CHAPTER  4	SECTION  4.2
CHAPTER Chapter 4. The Reimbursement System	SUBJECT Deadlines for Claim Submission			

Beginning with the October 2005 claim, all claims for reimbursement can be filed via the Internet at <http://dhssweb04.dhss.mo.gov/cnp>. Contractors that do not have access to the computer or the Internet may contact our central office to make alternative arrangements to submit claims. Each user of the CACFP web system must have his or her personal user ID and password, which cannot be shared with anyone.

An online claim is considered “submitted” when it is in Pending Approval status at the sponsor level r and if required, all supporting documents have been submitted and received (for example, milk purchase receipts). Claims in Error status or Pending Submission status may be modified, and have not been certified as true and correct, so are not considered submitted to the state office for approval. The timeframe within which a claim can be submitted for a particular month is indicated in the Claims portion of the Sponsor Summary on the CACFP web system. Failure to properly submit a valid claim (with all supporting documentation, as requested or required) will result in non-payment of the claim. MDHSS-BCFNA will delete claims that remain in Error or Pending Submission status or in Pending Approval Status without supporting documentation after 90 days from the last day of the claim month.

An exception may be granted to an institution once every 36 months for exceeding the 60-calendar day deadline while on the Program. The institution (independent sponsor or sponsoring organization) must submit a corrective action plan before an exception can be granted. As noted above, the official submission date of a claim is the day the claim is put into **Pending Approval** status *and* when any required supporting documentation (if necessary) has been received by MDHSS-BCFNA.

Revised claims resulting in additional reimbursement to the institution shall be submitted to MDHSS-BCFNA within 90 calendar days from the last day of the claim month. Claims submitted after the 90-calendar day deadline shall not be processed. Revised claims resulting in a reduction of reimbursement shall be submitted to MDHSS-BCFNA as soon as possible after notification to complete a revision.

The MDHSS-BCFNA processes claims twice a month (see the following schedule). Claims must be in Pending Approval status in the MDHSS-BCFNA web system on or before the 10<sup>th</sup> of the month for the first closing. Any claims received after the 10<sup>th</sup> of the month will be held until the next cycle for processing. Claims put in Pending Approval status by the 25<sup>th</sup> of the month will be processed in the second cycle. Claims put in Pending Approval status after the 25<sup>th</sup> of the month will be processed in the first cycle of the following month. If the deadline falls on a weekend or holiday, the due date will be the prior business day.

1 <sup>st</sup> Deadline	1 <sup>st</sup> Check Issue Date, Projected	2 <sup>nd</sup> Deadline	2 <sup>nd</sup> Check Issue Date, Projected
10 <sup>th</sup> of the month	28 <sup>th</sup> of the month	25 <sup>th</sup> of the month	13 <sup>th</sup> of the month

Claims submitted by the institution prior to the 10<sup>th</sup> or 25<sup>th</sup> of the month that do not pass system edits, will be returned for correction and will be processed in the next cycle immediately following the submission of the corrected claim.


In submitting the claim for reimbursement, each institution is certifying that the claim is correct and that records are available to support the claim. These records shall be retained for a period of three years after the end of the fiscal year to which they pertain. Records shall be retained beyond the end of the three-year

period if findings result from an audit. In those cases, records shall be maintained for as long as required to resolve the issues raised by the audit.

All accounts and records pertaining to the Program shall be made available upon request to representatives of the MDHSS-CFNA, MDHSS-Auditor, the U.S. Department of Agriculture, and the U.S. General Accounting Office for audit or review, at a reasonable time and place. See Section 8.3 for information on records that must be maintained to support the claim for reimbursement.

Failure to have records available to support the claim for reimbursement shall result in a disallowance of meals claimed. **All records must be maintained on-site at the institution (for centers with a single site), or at the address designated in the Sponsoring Organization of Centers' management plan.**



 MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED	REVISED	CHAPTER	SECTION
	3/91	3/05	4	4.3
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Claims Processing		

Claims for reimbursement are processed based on the following schedule:

1 <sup>st</sup> Deadline*	1 <sup>st</sup> Check Issue Date, Projected	2 <sup>nd</sup> Deadline*	2 <sup>nd</sup> Check Issue Date, Projected
10 <sup>th</sup> of the month	28 <sup>th</sup> of the month	25 <sup>th</sup> of the month	13 <sup>th</sup> of the month

*\* If the deadline falls on a weekend, the due date will be the Friday before.*

Please be advised that Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) **cannot** guarantee an exact check issue date. The projected date reflects the last date that checks are expected to be mailed/deposited.

When a claim is received, it is entered into the computer system. Any errors on the claim will cause the claim to be rejected by the computer. MDHSS-CFNA will notify the institution by letter of the type of error and what needs to be done to correct the information. The error must be corrected before the computer will process the claim. Correction of errors may delay payment until the next processing cycle; therefore, accuracy in completion of the claim is vital for timely payment. All returned or revised claims must be received in the MDHSS-CFNA office within 90 calendar days from the last day of the claim month. To avoid problems with returned claims and payment delays, it is strongly recommended that institutions file claims online via the Internet.


**Please note:** Effective October 1, 2005, all claims must be submitted via the Internet.

Once the claim is processed by MDHSS-CFNA, information is sent to the MDHSS Division of Administration and the Missouri Office of Administration for payment.

Listed below are errors frequently found in the completion of claims for reimbursement:

- The claim month is not completed or completed incorrectly. Some institutions inadvertently enter the preparation month or may claim for a month already claimed, without indicating the claim is a revision.
- Attendance is not completed or is completed incorrectly. Attendance must be a cumulative total of each day's attendance of enrolled children for the claim month.
- Institution claims unauthorized meals. An institution can claim only those meals for which it is approved. If an institution adds a meal to its service, it must notify MDHSS-CFNA immediately and submit menus for two weeks for the additional meal to be claimed.
- Institution claims meals in excess of licensed capacity or number of children enrolled.
- Institution claims meals in excess of attendance.
- Claim for reimbursement is not signed or properly dated.

If the institution does not receive a check within 10 working days of the projected check issue date, contact MDHSS-CFNA. MDHSS-CFNA will determine if payment was made.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  4	SECTION  4.4
CHAPTER Chapter 4. The Reimbursement System		SUBJECT For-Profit Title XX Centers			

Once for-profit Title XX centers are approved for the Program, they may submit a claim for reimbursement only for those months when 25% of the enrolled children or licensed-capacity, whichever is less, are Title XX beneficiaries. Independent for-profit Title XX centers and sponsoring organizations of these centers must submit the number of enrolled children and the number of children receiving Title XX benefits for each month that CACFP reimbursement is claimed.

To evaluate eligibility, the following steps must be taken each month:

- Determine how many children enrolled at the center were in attendance at least one day for the month being claimed. Children in attendance include part-time and drop-in care. All children in attendance must be included in the calculation regardless of whether they were claimed for a meal.
- Compare the licensed capacity and the number of children enrolled and attending for the month. Determine which of the two numbers is the smaller.
- Determine how many “Title XX” children (vendor children) enrolled at the center were in attendance at least one day for the month being claimed. This should be done by counting the total number of children whose names appear on the vendor billing for the month you are claiming reimbursement. Please note that to count a child as Title XX, they must have been in attendance at least one time during the month for the claim month being completed.
- Divide the number of “Title XX” children by the total number of children in attendance for the claim month. If this number is greater than or equal to .25, you may submit a claim for reimbursement for that month. If the number is less than .25, your center is not eligible to claim for the month. Numbers can not be rounded up to make 25%.

The following examples illustrate:

Jefferson Center has a licensed capacity of 45 children. The attendance records indicate that 50 enrolled children were in attendance for at least one day during the month of October. Of those 50 children, 12 were vendor children.


$$12 \text{ divided by } 45 = .26$$

For this example, the center could claim for October because .26 is greater than .25.

Washington Center has a licensed capacity of 60 children. The attendance records indicate that 53 children came in at least one day during the month of October. Of those 53 children, 13 were vendor children.

$$13 \text{ divided by } 53 = .2453$$

For this example, the center could not claim for October because .2453 is less than .25, and may not be rounded up to .25.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  1/18/05	REVISED  3/05	CHAPTER  4	SECTION  4.5
CHAPTER Chapter 4. The Reimbursement System		SUBJECT For-Profit Free/Reduced Eligible Centers			

Once for-profit centers are approved for the Program based on the number of free and reduced priced eligible children enrolled, they may submit a claim for reimbursement only for those months when 25% of the enrolled children or licensed-capacity, whichever is less, are eligible for free and reduced price meals. Independent for-profit centers and sponsoring organizations of these centers must submit the number of enrolled children and the number of children eligible for free and reduced priced meal benefits for each month that CACFP reimbursement is claimed.

To evaluate eligibility, the following steps must be taken each month:

- Determine how many children enrolled at the center were in attendance at least one day for the month being claimed. Children in attendance include part-time and drop-in care. All children in attendance must be included in the calculation regardless of whether they were claimed for a meal.
- Compare the licensed capacity and the number of children enrolled and attending for the month. Determine which of the two numbers is the smaller.
- Determine how many free and reduced priced eligible children were enrolled at the center and were in attendance at least one day for the month being claimed. This should be done by counting the total number of children whose parents have submitted an approved Income Eligibility Form (IEF) that substantiates the child(ren)'s eligibility for free or reduced priced meals for the month you are claiming reimbursement. Please note that to count a child as a free or reduced priced eligible child, they must have been in attendance at least one time during the month for the claim month being completed and have a valid IEF on file. **All children claimed as Free or Reduced eligible must have an IEF on file to include Title XX beneficiaries.**
- Divide the number of eligible free and reduced priced children by the total number of children in attendance for the claim month. If this number is greater than or equal to .25, you may submit a claim for reimbursement for that month. If the number is less than .25, your center is not eligible to claim for the month. Numbers can not be rounded up to make 25%.

The following examples illustrate:

Jefferson Center has a licensed capacity of 45 children. The attendance records indicate that 50 enrolled children were in attendance for at least one day during the month of October. Of those 50 children, 12 were eligible for free and reduced priced meals.


$$12 \text{ divided by } 45 = .26$$

For this example, the center could claim for October because .26 is greater than .25.


Washington Center has a licensed capacity of 60 children. The attendance records indicate that 53 children came in at least one day during the month of October. Of those 53 children, 13 were eligible for free and reduced priced meals.

$$13 \text{ divided by } 53 = .2453$$

For this example, the center could not claim for October because .2453 is less than .25, and may not be rounded up to .25.


 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  4	SECTION  4.6
CHAPTER Chapter 4. The Reimbursement System	SUBJECT Participation Controls			

The Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance will not reimburse an institution for meals served in excess of their authorized capacity. Institutions will not be reimbursed for meals served when less than 25 percent of the enrolled children or licensed capacity (whichever is less) are Title XX beneficiaries or when less than 25 percent of enrolled children or licensed capacity (whichever is less) are eligible for free and reduced priced meals.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  4	SECTION  4.7
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Changes in Authorized Representative			

The Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) must be notified in writing any time there is a change in the authorized representative. A letter must be sent detailing the change in personnel and including the signature of the new authorized representative. The authorized representative at the institution is the person who signs the monthly claim for reimbursement.

Failure to notify MDHSS-CFNA can cause a delay or denial of payment of the claim for reimbursement.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	10/1/99	3/05	4	4.8
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Mandatory Training Requirement			

Each new institution participating in the CACFP is required to attend an orientation training session. New child care centers must attend an orientation training session as part of the application for participation.

The application is not complete until the institution has attended an orientation training session and the verification is on file in the CFNA Central Office.

Orientation and special topics training for the CACFP is held monthly in each of five district offices located throughout the state. The office locations are listed below. Centers are responsible for scheduling their own appointment to attend a training session. Appointments may be scheduled by calling the CACFP office at 800-733-6251.

#### Locations for Orientation Training Sessions

Eastern District Health Office  
220 South Jefferson  
St. Louis, MO 63103


Southwestern District Health Office  
1414 West Elfindale  
Springfield, MO 65801

Cape Girardeau Area Health Office  
710 Southern Expressway, Suite B  
Cape Girardeau, MO 63703

Central Office  
930 Wildwood  
Jefferson City, MO 65109

Northwestern District Health Office  
3717 S. Whitney Ave.  
Independence, MO 64055

CACFP information, policies, resources, and forms can be found on the Internet by accessing [www.dhss.mo.gov/cacfp](http://www.dhss.mo.gov/cacfp).

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	4/10/06	2/07	4	4.9
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Access to the CACFP Web-Based System			


Individuals request access to the CACFP Web-based system by completing a Network User Access Request Form. Access is granted to individuals on behalf of the contracted institution; blanket access is not granted. Individual user ID's and passwords may not be transferred to others or shared. The individual user or the authorized representative must contact the Missouri Department of Health and Senior Services—Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) in writing if the user is leaving employment or changing job duties so that access may be revoked immediately.

Misuse of another individual's user ID and password will not be tolerated. Access will be revoked immediately, and may only be restored by submitting a corrective action plan to MDHSS-BCFNA detailing how individual passwords will be protected and not shared.

Claims for reimbursement submitted through misuse of another individual's user ID and password will be considered invalid, and must be repaid in full to the MDHSS-BCFNA.

The following additional measures will be taken to ensure the security of the institution's access to the CACFP web-based system:

- The Network User Access Request Form must be signed by the owner or CACFP authorized representative named on the CACFP Application.
  - *If the CACFP authorized representative changes after the application is submitted, the MDHSS-BCFNA must be notified by letter. The letter should include the signature of the new CACFP authorized representative.*
- The number of individuals allowed access for an independent center is limited to two.
- An individual's access will be deleted if the user does not log-in to the system for a six-month period.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  5	SECTION  5.1
CHAPTER Chapter 5. Requirements of Management – IC’s	SUBJECT Independent Child Care Centers – Application Information			

Each participating independent center shall submit an application renewal and supporting documentation each fiscal year. The fiscal year and contract year runs from October 1 – September 30. See Chapter 3, Applying to the Program, for details on the application process.

Based on the information submitted in the application, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) creates a computer file about the child care center. The monthly claims for reimbursement are compared to the institution’s computer files.

It is vital that the institution keeps MDHSS-CFNA updated on any changes regarding any information which could affect the meals claimed or the center’s participation in the CACFP. The following information should be updated on an as needed basis throughout the contract year: (See 3.2 for details)

- Licensed status of the center
- Changes in IRS tax exempt status
- Overlap or shift approval
- Changes in license number or capacity
- Meals claimed for reimbursement
- Changes in location of the facility
- Changes in the license from a proprietary center to a corporation or an LLC

Centers participating in the program must have an effective license. MDHSS-CFNA tracks the expiration dates on the centers participating on the program. If a center’s license is terminated by the MDHSS Bureau of Child Care, MDHSS-CFNA shall be notified immediately.


Failure to update this information could cause a claim for reimbursement to be rejected by the computer system. For example:

XYZ center has a licensed capacity of 60 on October 1, 2004. On January 20, 2005, XYZ’s licensed capacity is increased to 100. If this information is not updated in the computer system files, the January claim for reimbursement will be rejected because the computer will show XYZ is claiming meals in excess of their licensed capacity.

MDHSS-CFNA must be notified immediately if a center is determined to no longer be tax exempt.

If the center decides to change the application information by requesting to serve an additional meal and claim the meal for reimbursement, MDHSS-CFNA must be notified. Furthermore, the center must submit two weeks of menus for the additional meal. The menus will be reviewed for content by MDHSS-CFNA staff. The center will be notified of the approval or needed corrections and the start date for claiming the additional meal.



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CHAPTER Chapter 5. Requirements of Management – IC’s		SUBJECT Independent Child Care Centers – Required Recordkeeping			

Independent child care centers are required to maintain records to support the monthly claim for reimbursement and compliance to program regulations. All records shall be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the end of the three year period as long as may be required for the resolution of the issues raised by the audit. All records must be maintained at the center and must be available for audit at all times.

Independent centers shall maintain the following records:

- **Copies of all menus.** Menus must be dated and indicate all components that were served. Each facility must verify the menu served to the children meets the minimum meal pattern requirement. Food purchase receipts and invoices will be reviewed to ensure adequate food and milk purchases are made and that the receipts support the menu.

Copies of all infant menus must be maintained as follows:

For infants 0 through 3 months old, the *Individual Infant Meal Record 0 through 3 months* is required for each infant. The amount served is required as well as an indication of the meal that is being claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). The time served and the amount consumed is recorded on the form.

For infants 4 through 7 months old, the *Individual Infant Meal Record 4 through 7 months* is required for each infant. Also required is the name of the food item served, i.e. **circle** the food item such as infant rice cereal, fruits, vegetables and an indication of the meal that is claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack).

For each infant 8 through 11 months old, the *Individual Infant Meal Record 8 through 11 months* is required. Be sure to record all of the food items served to the infants and indicate the meal on the menu record.

**Infant Preference Form** completed by the parent should be on file for each infant in care.

- **Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the center for care. Beginning April 15, 2005, all enrollment forms must indicate the child’s name, address, phone number, and date of enrollment. In addition, the enrollment form must include the child’s usual hours of attendance at the child care center, the usual days of the week the child is in care, and the meals usually eaten at the child care center while in care. This information must be completed by the child’s legitimate parent or guardian, and must be signed and dated by that person. All enrollment forms must be updated annually. It is required that child care centers use the enrollment form developed by the Department of Health and Senior Services.

- **Daily attendance records.** The attendance records cannot be used as a basis for completing the meal count record. However, the attendance records should support the meal count records. For example, if John Doe was claimed for a meal on October 17, the attendance records should indicate that John Doe was present on October 17.
- **Meal count records.** Each monthly claim for reimbursement must be supported by dated meal count records for each meal served during the month. The meal count record must indicate the daily number of meals served to children by type of meal (breakfast, lunch, supper, or snack). Center personnel must maintain a point of service meal count, which means that each meal is recorded on the meal count record as the meal is served to each child, or within a very short period of time thereafter. Meals that are not recorded on the meal count records within the time-frame of the meal service may not be claimed for reimbursement. A total head count or head count by category is not sufficient.

Meal count records may also record the eligibility category (free, reduced, or paid) of the child. Care should be taken to assure there is no overt discrimination in the classification and identification of children eligible for free or reduced priced meals. Centers who record eligibility classifications on the meal count records should use a code to distinguish between the free, reduced and paid.

- **Non-profit food service verification.** The center must have documentation to verify that all of the CACFP reimbursement is being used:
  - 1) solely for the conduct of the food service operation; or
  - 2) to improve food service operations.

Non-profit food service verification includes:

- a) Documentation of income to the program. Income to the program includes all monies received from State, Federal, or local government sources, any center funds used to subsidize the food service program, and payments for adult meals served, and any other income including loans and donations to the food program.
- b) Documentation of food service expenditures. Food service expenditures include food purchase receipts or invoices, labor cost supported by payroll stubs and time studies, cost of expendable food service equipment, cost of maintaining non-expendable food service equipment, and indirect costs. **Expendable equipment** has a durability of less than two years and costs \$500 or less. **Non-expendable equipment** has a durability of two years or more and costs more than \$500. Examples of indirect costs are a portion of rent, utilities, office supplies used to support CACFP, etc. Indirect costs can be charged to the CACFP if there is documentation available to support the charge.

See Section 8.2 for more information on records to support program costs.

- **Income Eligibility Forms.** An Income Eligibility Form (IEF) must be on file for each child claimed as free or reduced. IEFs must be updated annually. The IEF is effective on the first day of the month during the month the form is initially signed by the center representative, and expires one year later on the date the center representative signed the form. See Chapter 10 for more information on free and reduced price meals.

- **Title XX documentation.** Title XX documentation must be available for for-profit centers. Title XX documentation includes the Department of Social Services – Family Support Division (FSD) vendor invoices and a copy of the contract with FSD for vendor children. For each month claimed, the center must have verification that at least 25% of the enrolled children or licensed capacity (whichever is less) were Title XX beneficiaries.
- **Free/Reduced documentation:** For profit child care centers that are eligible for the CACFP based on free/reduced enrollment must have documentation available to verify that at least 25% of enrolled children or license capacity (whichever is less) are eligible for free or reduced meal reimbursement each month. Documentation must include effective, signed IEFs for the children used to verify eligibility and a current roster of all children enrolled in the facility (if enrollment numbers are less than licensed capacity).
- **Civil Rights racial/ethnic data.** All centers must:
  - a) display the “And Justice For All” poster;
  - b) provide the nondiscrimination statement and procedure for filing a complaint in all center brochures;
  - c) collect actual beneficiary data by racial/ethnic category; and
  - d) provide informational materials in the appropriate translation regarding the CACFP.


See Sections 5.7 and 5.8 for more information on Civil Rights.

- **Documentation of training to staff.**

All center staff must be trained at least annually with regard to the CACFP. Documentation must include:


- a) session dates;
  - b) locations;
  - c) topics; and
  - d) names of participants.
- **Miscellaneous documentation.** The following miscellaneous documentation must be retained:
  - a) child care license;
  - b) copies of all applications and supporting documents submitted to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA);
  - c) copies of all claims for reimbursement submitted to the MDHSS-CFNA; and
  - d) copies of all correspondence from or to MDHSS-CFNA.
  - e) *A Building for the Future* poster should be displayed in a location visible to the public.

See Chapter 8 for more information on recordkeeping and the booklet entitled Child Care Centers – Recordkeeping Essentials of the CACFP.

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CHAPTER Chapter 5. Requirements of Management – IC’s	SUBJECT For-Profit Centers – Monthly Title XX or Free/Reduced Verification			


For-profit Title XX centers must verify on a monthly basis that 25% of the children enrolled at the center or licensed capacity (whichever is less) are Title XX beneficiaries. The number of children enrolled is the total number of children who attended the center during the claim month. To be counted as a Title XX beneficiary, a child must have been in attendance at least one day during the month and be claimed for at least part day care on the Family Support Division vendor invoice and have a current Income Eligibility Form (IEF) on file. Children in attendance for any day during the month must be included in the enrollment count. Natural and related children of the provider who are enrolled and in attendance at the center during the claim month shall be included in the enrollment count. See Section 4.4 for more information on how to determine for-profit eligibility.

For-profit centers that are eligible for CACFP participation on the basis of free and reduced priced enrollment must verify on a monthly basis that 25% of children enrolled for care at the center or 25% of licensed capacity (whichever is less) are eligible for free or reduced-priced meal reimbursement. To be counted in the free and reduced price total, a child must have been in attendance at least one day during the month and have a current Income Eligibility Form (IEF) on file. The child does not have to have been claimed for meal reimbursement to be counted in the total enrollment. Natural and related children of the provider who are enrolled and in attendance at the center during the claim month shall have an IEF on file and be included in the total enrollment count.

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CHAPTER Chapter 5. Requirements of Management – IC's	SUBJECT Outside School Hour Centers			


Outside school hour centers (OSHC) are child care centers which provide organized child care services to school-age children outside of school hours. OSHC requirements are essentially the same as the requirements for child care centers. OSHCs can apply as an independent institution or under the jurisdiction of a sponsoring organization. There are additional requirements for OSHCs which are outlined below:

1. A **nonresidential public or private nonprofit school** which provides organized child care programs for school age children may participate in the CACFP as an OSHC if:
  - The OSHC is licensed or license-exempt (religious organization only);
  - The OSHC is distinct from any extracurricular programs organized primarily for scholastic, cultural, and athletic purposes; and
  - Separate CACFP records are maintained to support the claims for reimbursement and compliance with CACFP requirements.
2. OSHCs are eligible to claim breakfast, snack, and supper meals for reimbursement. Lunch may not be claimed in OSHCs on week days unless:
  - The children enrolled at the center attend schools which do not offer a lunch program. The limit of claiming no more than two meals and one snack shall not be exceeded for children in care. Children claimed cannot exceed 12 years of age; and
  - The lunch is served during periods of school vacation, including weekends, and holidays provided no more than two meals and one snack are claimed for children in care.
3. OSHCs may not operate under the CACFP on weekends only.
4. Three hours shall elapse between the beginning of one meal service and the beginning of a snack service, except that 4 hours shall elapse between the service of lunch and supper when no supplement is served between lunch and supper. The service of a supper shall begin no earlier than 4:30 p.m. or later than 7:00 p.m. and end no later than 8:00 p.m. The duration of the meal service shall be limited to 2 hours for lunch and supper and 1 hour for breakfast and snacks.
5. Operation personnel at the OSHC shall ensure that:
  - Meals are served only to children enrolled for care and adults who perform labor necessary to the food service. Adult meals can not be claimed for reimbursement;
  - Meals served to children meet the meal pattern requirements;
  - Meals served are consumed at the OSHC; and
  - Accurate records are maintained.

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CHAPTER Chapter 5. Requirements of Management – IC’s		SUBJECT Criteria for Claiming Meals			

Meals may be claimed for reimbursement if the following criteria are met:

- All required meal components are served to the child for the meal claimed. A child must receive all components for a meal to be claimed except in those cases where a physician’s statement is on file verifying that a child cannot have a particular food for medical reasons. The medical statement must also list foods which can be substituted for the component or food item. See Chapter 7 for details on the meal pattern, and review the CACFP Recordkeeping Booklet for the Medical Food Substitution Record form.
- A maximum of two meals and one snack or one meal and two snacks can be claimed per child per day. A center may not claim three snacks per child per day.
- Claims for reimbursement can only be made for children who are enrolled at the center and in attendance at the meal. Meals claimed at any one time cannot exceed the authorized capacity of the center.
- Creditable foods must be served. Refer to the Creditable Foods Guide for details on those foods which can be used to meet the meal pattern requirements.

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	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	5	5.6
CHAPTER Chapter 5. Requirements of Management – IC’s		SUBJECT Audits			

Non-profit institutions receiving more than \$500,000 in Federal Financial Assistance per year must be audited every year except for certain non-federal entities that obtain biennial (2 year) audits. It is the institution’s responsibility to have the audit completed. A copy of the audit shall be submitted to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA).


For-profit institutions receiving more than \$100,000 in Child Nutrition Program funds per year will be audited by MDHSS at least once every two years.

MDHSS may contract with auditors to conduct limited scope audits of for-profit or non-profit institutions at any time regardless of the amount of CACFP reimbursement received.

MDHSS may contract with auditors to conduct fiscal reviews of for-profit and non-profit institutions as part of the regularly scheduled monitoring review. These fiscal reviews will cover the financial aspects of the CACFP, and augment the monitoring reviews conducted by MDHSS-CFNA.

Specific questions regarding CACFP audits, limited scope audits, and fiscal reviews may be directed to the MDHSS’ chief internal auditor at:

Missouri Department of Health and Senior Services  
Chief Internal Auditor  
Division of Administration  
P.O. Box 570  
Jefferson City, MO 65102

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CHAPTER Chapter 5. Requirements of Management – IC’s	SUBJECT Civil Rights Data Collection			

The CACFP must ensure that Program benefits are made available to all eligible individuals without regard to race, color, age, sex, disability, or national origin.

As part of the application process, the independent center must provide information on:


- Estimate of the racial/ethnic makeup of the population to be served. Sources for this information might include census data or public school enrollment.
- Actual beneficiary data by racial/ethnic category for the child care center. Visual identification may be used to determine a beneficiary’s racial/ethnic category or the parents of a beneficiary may be asked to identify the racial/ethnic group of their child. Parents may be asked to identify the racial/ethnic group of their child only after it has been explained, and they understand, that the collection of this information is strictly for statistical reporting and has no effect on the determination of their eligibility to receive benefits under the Program.
- Efforts to be used to assure that minority populations have an equal opportunity to participate.
- Efforts to be used to contact minority and grassroots organizations about the opportunity to participate.
- Any other Federal agencies providing financial support to the applicant.

Throughout the Program year, the independent center must:

- Display the “And Justice For All” poster in a prominent place.
- Display the “Building for the Future” poster in a prominent place in each sponsored facility
- Have the capability of providing informational materials in the appropriate language translation concerning the availability and nutritional benefits of the CACFP.
- Make Program information available to the public upon request. Upon initial visits, parents of potential beneficiaries shall be given specific Program information which is pertinent to their children’s receipt of benefits under the Program.
- Provide the nondiscrimination statement and procedure for filing a complaint and information concerning the Program or Program activities directed to parents of beneficiaries and potential beneficiaries.



- Provide translation services or bilingual staff for areas where a significant proportion of the population of the area served by the child care center is composed of non-English or limited English speaking persons who speak the same language. Program information shall be provided in the appropriate language.
- Provide training to staff on all aspects of civil rights compliance. Staff should be able to identify a civil rights complaint if received. They should know what to do if they receive a complaint and they should understand that it is the basic right of the individual to file a complaint.


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CHAPTER Chapter 5. Requirements of Management – IC’s	SUBJECT Civil Rights Complaint Procedure			

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.


The complaint should include:

- Name, address, and telephone number or other means of contacting the complainant;
- The specific location and name of the entity delivering the service or benefit;
- The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration which is having a disparate effect on the public, potential participants, or participants;
- The basis on which the complainant feels discrimination exists;
- The names, titles, and business addresses of persons who may have knowledge of the discriminatory action; and
- The date during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  5/3/91	REVISED  3/05	CHAPTER  5	SECTION  5.9
CHAPTER Chapter 5. Requirements of Management – IC's		SUBJECT Production Records – Food Service Contractors			

A child care center that contracts with a food service management company or caterer to provide meals to the center is not relieved of its responsibility to verify that children are receiving minimum serving sizes and creditable meals that comply with CACFP meal component requirements.

It is the center's responsibility to collect and review production records from the food service contractor. See Policy 5.10 for minimum information that must be included on production records from food service management companies or caterers.

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CHAPTER Chapter 5. Requirements of Management – IC’s		SUBJECT Production Records – Minimum Requirements for Food Service Contractors			

Production records supplied by food service management companies, caterers and other food service contractors may be completed using one of the two methods listed below:

### Method 1

Minimum amount of information supplied by the food service contractor shall be:

- Food items used; and
- Amount of each food item used and delivered.

The center personnel will be responsible for documenting the number of children and adults served.

### Method 2

Minimum amount of information supplied by the food service contractor shall be:

- Food items used;
- Total amount of food used by the contractor to supply all meals produced for the given menu; and
- Total number of servings provided from the foods.

For both methods listed above, modifications can be made if the food service contractor can provide adequate documentation to verify that minimum serving size requirements are met. Modifications which will be acceptable for each component group are:

### Meat/Meat Alternate Items

For meat items which are preformed into identical weight serving sizes such as hamburger patties, fish fillets, chicken patties, etc., the food service company can state on the production record the number of preformed portions which were provided. In addition to the number provided, the food service contractor must supply documentation indicating the cooked weight of the meat portion of the product. This information must be in the form of a Child Nutrition (CN) label or product analysis sheet which has been signed by the manufacturer.

For casserole type items such as spaghetti, chili, etc., the company can supply the standardized recipe used to prepare the food item to the center. The recipe must indicate the pounds of meat used and the number of servings obtained from the recipe.

### Fruit/Vegetable Items

If the food is delivered in bulk containers, i.e., steam table pans, the food service contractor must supply the information indicated in Method 1 or Method 2.

If the food is delivered on a per unit basis, the food service contractor can supply a detailed procedure for portion control of the food items. This procedure must identify the equipment used for portioning of each item.

**For Example:**

<u>Product</u>	<u>Serving Utensil</u>
Green Beans	½ cup spoodle

The portion control procedure will not be sufficient if the food service contractor uses slotted spoons since this utensil provides no consistency of serving size.

For vegetable casseroles or fruit desserts, it will be necessary for the company or center to identify the total amount of fruit/vegetable used in the product or the amount of fruit/vegetable provided on a per serving basis. This can be done by supplying a standardized recipe, product analysis, CN label, or other method which has been approved by the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance.

**Grains/Bread Component**


When slices of bread are provided, the food service contractor shall document the number of slices provided and the weight of each slice.

When bread alternates are provided such as muffins, rolls, biscuits, etc., the company shall document the number of muffins and the weight of each muffin. A recipe, ingredient label, CN label, or product analysis sheet must be supplied to assure that the product is a creditable bread/grain alternate.

If rice, spaghetti, or other pasta is used to meet the grains/bread component, total amount used could be provided or information on the bread alternate included in the portion control procedure.

**Milk**

Food service contractor shall document the type of milk (whole, 2%, low fat, skim) and number of the units provided such as number of gallons, half gallons, half pints, etc.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  12/03	REVISED  3/08	CHAPTER  5	SECTION  5.11
CHAPTER Chapter 5. Requirements of Management – IC’s	SUBJECT Claiming Infants			

Child care centers participating in CACFP must offer program meals to all eligible children enrolled for care in their facilities. Enrolled infants under 12 months old must have access to CACFP meals. CACFP meal requirements are defined on the *Infant Food Chart*. When an infant is in care during the meal service period, the center must offer the infant a meal that meets program requirements. A center may not avoid this obligation by stating that the infants are not “enrolled” in CACFP, or by citing some logistical or cost barrier to offering an infant meal. Decisions on offering Program meals must be based on whether the child is enrolled for care, not whether the child is enrolled for CACFP. Section 226.2 of the CACFP regulations defines an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document which indicates that the child is enrolled for child care.” **Failure to offer the required infant meals will result in the center’s ineligibility for the program.**

Infants must be recorded on the attendance records, meal count records, and claim forms the same as other enrolled children. Reimbursement rates for infants are the same as for older children. In addition to the standard recordkeeping, an individual infant meal record must be kept for each infant in care. Use the appropriate meal record based on the age of the infant – 0 through 3 months, 4 through 7 months, or 8 through 11 months. It is not necessary to document the actual amounts consumed by infants 4-11 months old. It is assumed that the required amounts are offered.

Infant meals claimed may not exceed 2 meals and 1 snack or 1 meal and 2 snacks per day, regardless of the number of times the infant eats.

The *Infant Feeding Preference* form and *Infant Food Chart* should be given to parents of infants when they enroll. The preference form must be signed by a parent or guardian and kept on file for all infants enrolled at the center. The purpose of this form is to determine if the infant’s meals can be claimed for reimbursement.

Infant meals can be claimed in these situations:

- Parents provide expressed breastmilk and the child care facility provides all other required meal components as appropriate for age according to the *Infant Food Chart*. Breastmilk must be served to infants by child care staff. Meals containing only breastmilk may be claimed for infants from birth through 7 months of age.
- Parents accept the CACFP approved infant formula provided by the child care facility and the child care facility provides all other required food components as appropriate for age according to the *Infant Food Chart*.
- Parents provide a CACFP approved infant formula and the child care facility provides all other required meal components as appropriate for age according to the *Infant Food Chart*. Infant meals may be claimed for infants birth through 7 months of age if the parent declines the formula offered by the center and provides a CACFP approved formula from home and the child care facility feeds the infant the formula.

When the child is developmentally ready to eat solid foods, as determined by the parent, the center must provide the other required meal components.

- Mother comes to the facility to breastfeed her infant and the facility provides all other meal components.


Infant meals **cannot** be claimed in these situations:

- Mother comes to the facility to breastfeed her infant and no other food components are served. While this feeding practice is desirable, the meal cannot be claimed for CACFP because the facility is not providing the service of feeding the infant.
- Parents do not accept the foods offered by the facility. They bring food from home for their infant.
- Whole milk is served in place of breastmilk or infant formula.

See section 7.2 for more information on infant feeding.

Reference: 7CFR226.20(b)

FNS-258 Feeding Infants-A Guide for Use in the Child Nutrition Programs

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  4/15/05	REVISED  5/23/05	CHAPTER  5	SECTION  5.12
CHAPTER Chapter 5. Requirements of Management – IC’s		SUBJECT Household Contacts			

Household contacts, sometimes referred to as “parent audits or parent contacts,” are required to be made by MDHSS-CFNA when a child care center is suspected of CACFP mismanagement. It is highly recommended that child care centers include the following statement on each enrollment form completed by a parent of an enrolled child: “Department of Health and Senior Services officials may contact you to verify information.”

The situations triggering a household contact may not always indicate mismanagement, but they certainly indicate a problem with the center’s procedures and/or understanding of the Program. Situations which will prompt MDHSS-CFNA to conduct household contacts include, but are not limited to:

- Complaints received by MDHSS-CFNA from the Bureau of Child Care, parents, employees, other sponsors, businesses or the concerned public related to the center claiming children not enrolled in the facility, claiming children not in attendance, claiming meals not served, or any other complaint related to the CACFP that indicates mismanagement.
- The center is missing enrollment forms for 20% or more of the children enrolled.
- The enrollment information completed by the parents of the enrolled child is in conflict with the center’s claim for 20% or more of the children enrolled. For example, the days in care, hours of care, meals claimed while in care, etc. conflict with the center’s meal claims.
- Significant fluctuations of 25% or more in the attendance on the day of an on-site review from the previous five days claimed. For example, a center claims 50 children for each of five days prior to the MDHSS-CFNA on-site review, on which day only 35 children are in attendance.
- A center’s monthly claim for reimbursement does not vary from month to month for a three month period of time. For example, the same number of breakfasts, lunches and snacks are claimed, the total meals equals the total attendance each month, or the total meals equals the total enrollment times the days of operation each month.


The method chosen by MDHSS-CFNA to contact parents will vary, depending on the circumstances. Parents may be contacted by mail with a written survey, or they may be contacted by phone. To expedite the household contact, child care centers must maintain a roster of child enrollment information, including each enrolled child’s name, parent or legal guardian, complete address and phone number, or the center must be prepared to copy the required information off of the child enrollment forms for the MDHSS-CFNA reviewer upon request.

Parents should be strongly encouraged to support MDHSS-CFNA efforts to contact them, as the outcome of the contacts can impact the quality of care provided to their child. Child care centers shall be required to cooperate in the event of a household contact. If a parent informs the child care center that he/she has been contacted by MDHSS-CFNA, the child care center must encourage the parent to cooperate fully. Any effort



on the part of a child care center to interfere in any way with a household contact would be the basis for a declaration of seriously deficient.

Each response received must substantiate the center's claims. If two or more responses fail to substantiate the center's claim for reimbursement, MDHSS-CFNA shall move immediately to declare the center seriously deficient, allowing no more than 30 days for corrective action. If the center is already seriously deficient for similar findings, MDHSS-CFNA will propose to terminate the center's contract. In addition, claims that are not substantiated by household contacts will be disallowed.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  6	SECTION  6.1
CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Sponsoring Organizations - Application			

The sponsoring organization must submit a renewal application and supporting documentation each fiscal year. The fiscal year runs from October 1 – September 30. See Chapter 3, Applying to the Program, for details on the application process.

Based on the information submitted in the application, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) creates a computer file about the sponsoring organization and the facilities under the sponsoring organization's jurisdiction. The monthly claims for reimbursement are compared to the information in the institution's computer files.

It is vital that the institution keep MDHSS-CFNA updated on any changes regarding the sponsoring organization or facilities under the sponsoring organization's jurisdiction.

**MDHSS-CFNA shall be notified if any of the following changes occur:**

- **Change In Ownership** – The institution must inform MDHSS-CFNA of a change in ownership status of their facilities. In order to prevent an assessment of an overclaim or a denial of reimbursement, it is critical that MDHSS-CFNA be advised **before** the transfer occurs. A new application is required.
- **Change in Authorized Representative** – The institution must inform MDHSS-CFNA of any changes in authorized representative(s) so that the database can be kept up to date. This will prevent denial of claims and assist MDHSS-CFNA to track and provide the required training for new staff.
- **Change in Address** – The institution must inform MDHSS-CFNA of all changes in their address so that the database can be kept up to date. The location of the institution's current place of business and hours of operation must be on file. An incorrect address in the file could result in a serious deficiency if found during the monitoring visit.
- **Licensing Status or Number** – The institution must inform MDHSS-CFNA of any changes in the licensing status of facilities under the sponsoring organization's jurisdiction. Institutions shall notify MDHSS-CFNA if the license is suspended or revoked. The sponsoring organization cannot claim reimbursement in any time period when the license is outdated or revoked. If a license is renewed or the licensed capacity of the facility is increased or decreased during the program year, the institution shall inform MDHSS-CFNA. Change of license number or changes due to incorporation or LLC require a new application.
- **Tax-Exempt Status** – Institutions must notify MDHSS-CFNA immediately if tax-exempt status is revoked. A new application is required.
- **Changes in Care** – An institution must notify MDHSS-CFNA if changes are made in hours of operation or changes are made in shift care or overlap care at a facility under the sponsoring organization's jurisdiction.


- **Changes in Meals Claimed or Meal Service Times** – An institution must notify MDHSS-CFNA of any changes in meals claimed or meal service times. If a facility under the sponsoring organization's jurisdiction decides to provide (and claim) another meal, two weeks of menus for that meal shall be submitted to MDHSS-CFNA. Menus must be reviewed and approved by MDHSS-CFNA before the additional meal may be claimed for reimbursement.
- **Changes in Claim Processing** – An institution must notify MDHSS-CFNA when they make a decision to stop filing CACFP claims. The institution will still be responsible for any overclaim payments and must retain all CACFP records for three years after stopping to claim for meal reimbursement.
- **Institution Closure** – The institution must notify MDHSS-CFNA when a closure is planned. The date of the last operational day shall be submitted in advance, all claims processed, and a method established to make any overclaim repayments.

Facilities under the sponsoring organization's jurisdiction participating in the program must have an effective license. MDHSS-CFNA tracks the expiration dates on the facilities participating on the program. If a child care facility's license is terminated by the MDHSS Bureau of Child Care, MDHSS-CFNA shall be notified immediately.

Changes in the license capacity of any facility should be reported to MDHSS-CFNA. Failure to update this information could cause a claim for reimbursement to be rejected by the computer system. For example:

XYZ center has a licensed capacity of 60 on October 1, 2000. On January 20, XYZ's licensed capacity is increased to 100. If this information is not updated in the computer system files, the January claim for reimbursement will be rejected because the computer will show XYZ is claiming meals in excess of their licensed capacity.

MDHSS-CFNA must be notified immediately if a center is determined to no longer be tax exempt.


	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  6	SECTION  6.2
CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Sponsoring Organizations – Adds or Deletes			

If the sponsoring organization adds additional facilities during the fiscal year, the following information must be submitted for each new facility:

- Application for child care facility;
- Two weeks’ menus for all meals or snacks claimed for reimbursement;
- Tax exempt letter if the facility is non-profit; and
- Title XX verification, Title XX contract with the Department of Social Services – Family Support Division (DSS-FSD), and a copy of the previous month’s Title XX invoice submitted to FSD for payment, or free/reduced price verification, including the facility’s enrollment roster with an indication of the children eligible for free or reduced price meals. See sections 4.4 and 4.5 of the Policy and Procedures Manual for more information on Title XX and Free/reduced eligibility requirements.

If the sponsoring organization deletes a facility during the fiscal year, the following information must be submitted to MDHSS-CFNA:

- Written notice of effective closing date of the facility.
- Reason for deletion from SO; i.e. facility closing, going independent or transferring.
- Submission of last claim for reimbursement.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	4/1/05	6	6.3
CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Sponsoring Organizations – Required Recordkeeping			

Sponsoring organizations are required to maintain records to support the monthly claim for reimbursement and to comply with program regulations. All CACFP records must be stored at a central location identified in the sponsoring organization management plan and available for audit within one hour of the CFNA reviewer’s arrival. All records shall be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the end of the three year period as long as may be required for the resolution of the issues raised by the audit.

The sponsoring organization shall retain the following records in a **central location** identified in the management plan:

- **Copies of all menus.** Menus must be dated and indicate all components that were served. Each facility must verify the menu served to the children meets the minimum food pattern requirement. Food purchase receipts and invoices will be reviewed to ensure adequate food and milk purchases are made.

Copies of all infant menus must be maintained as follows:

For infants 0 through 3 months old, a separate *individual infant meal record 0 through 3 months* is required for each infant. The amount served is required as well as an indication of the meal that is being claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). Record the time served and the amount of formula or breastmilk consumed on the individual infant meal record 0 through 3 months.

For infants 4 through 7 months old, a separate *individual infant meal record 4 through 7 months* is required for each infant. Also required is the food item served, i.e. circle infant rice cereal, and an indication of the meal that is claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack).

For infants 8 through 11 months old, a separate *individual infant meal record 8 through 11 months* is required. The amount and name of the food used to feed the infants must be recorded on the individual infant meal record. Be sure to include all of the food items served to the infants and indicate which meals are served and claimed.

**Copies of Infant Feeding Preference Form.** This form must be completed by the parent or guardian for each infant in care. The form should be updated by the parent as the infant is developmentally ready for solid foods. See policy 6.18

**Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the facility for care. Beginning April 1, 2005, all enrollment forms must indicate the

child's name, address, phone number, and date of enrollment. In addition, the enrollment form must include the child's usual hours of attendance at the child care center, the usual days of the week the child is in care, and the meals usually eaten at the child care center while in care. This information must be completed by the child's legitimate parent or guardian, and must be signed and dated by that person. All enrollment forms must be updated annually. It is required that sponsoring organizations and child care centers use the enrollment form developed by the Department of Health and Senior Services.

- **Daily attendance records.** The attendance records cannot be used as a basis for completing the meal count record. However, the attendance records should support the meal count records. For example, if John Doe was claimed for a meal on October 17, the attendance records should indicate that John Doe was present on October 17.
- **Meal count records.** Each monthly claim for reimbursement must be supported by meal count records for each meal served during the month. The meal count record must indicate the daily number of meals served to children by type of meal (breakfast, lunch, supper, or snack). Each facility's personnel must maintain a point of service meal count, which means that each meal is recorded on the meal count record as the meal is served to each child, or within a very short period of time thereafter. Meals that are not recorded on the meal count records within the time-frame of the meal service may not be claimed for reimbursement. A total head count or head count by category is not sufficient.

Meal count records may also record the eligibility category (free, reduced, or paid) of the child. Care should be taken to assure there is no overt discrimination in the classification and identification of children eligible for free or reduced priced meals. Facilities that record eligibility classifications on the meal count records should use a code to distinguish between the free, reduced and paid.

- **Non-profit food service verification.** The sponsoring organization must have documentation to verify that all of the CACFP reimbursement is being used:
  - solely for the conduct of the food service operation; and
  - to improve food service operations.

Non-profit food service verification includes:

- Documentation of income to the program. Income to the program includes all monies received from State, Federal, or local government sources, any center funds used to subsidize the food service program, any payments for adult meals, and any other income including loans and donations to the food program.
- Documentation of food service expenditures. Food service expenditures include food purchase receipts or invoices, labor cost supported by payroll stubs and time studies, cost of expendable food service equipment, cost of maintaining non-expendable food service equipment, and indirect costs. **Expendable equipment** has a durability of less than two years and costs \$500 or less. **Non-expendable equipment** has a durability of two years or more and costs more than \$500. Examples of indirect costs are rent, utilities, office supplies, etc. A portion of indirect costs can be charged to the CACFP if there is documentation available to support the charge.

See Section 8.2 for more information on records to support program costs.

- **Income Eligibility Forms.** An Income Eligibility Form (IEF) must be on file for each child claimed as free or reduced. IEFs must be updated annually. The IEF is effective on the first day of the month during the month the form is initially signed by the center representative, and expires one year later on the date the center representative signed the form. See Chapter 10 for more information on free and reduced price meals.
- **Title XX documentation.** Title XX documentation must be available for for-profit facilities. Title XX documentation includes the Department of Social Services – Family Support Division (FSD) vendor invoices and a copy of the contract with FSD for vendor children. For each month claimed, the sponsor must have verification that at least 25% of the enrolled children or licensed capacity (whichever is less) were Title XX beneficiaries. The sponsoring organization must monitor this monthly prior to submitting a claim for reimbursement for the facility.
- **Free/Reduced documentation:** For profit child care facilities that are eligible for the CACFP based on free/reduced enrollment must have documentation available to verify that at least 25% of enrolled children or license capacity (whichever is less) are eligible for free or reduced meal reimbursement each month. Documentation must include effective, signed IEFs for the children used to verify eligibility and a current roster of all children enrolled in the facility (if enrollment numbers are less than licensed capacity). The sponsoring organization must monitor free/reduced enrollment monthly prior to submitting a claim for reimbursement for the facility.
- **Civil Rights racial/ethnic date.** The sponsoring organization shall ensure that all centers must:
  - display the “And Justice For All” poster;
  - display the “Building for the Future” poster (navy blue);
  - provide the nondiscrimination statement and procedure for filing a complaint in all center brochures;
  - collect actual beneficiary data by racial/ethnic category; and
  - provide informational materials in the appropriate translation regarding the CACFP.


See Sections 5.7 and 5.8 for more information on Civil Rights.

- **Documentation of training to staff.** Staff must be trained at least annually with regard to the CACFP. Documentation must include:
  - session dates;
  - locations;
  - topics; and
  - names of participants.
- **Documentation of monitoring.** Facilities under the sponsoring organization’s jurisdiction must be monitored for Program compliance at least 3 times annually. At least two of the monitoring visits must be unannounced and at least two must include a complete meal service. Date of the review, problems noted, and corrective action prescribed must be documented.

- **Documentation of the dates and amounts of disbursement to each child care facility.**  
Disbursements of reimbursement to facilities shall be made within 5 working days from receipt of the check from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) to child care facilities under the sponsoring organization’s jurisdiction if the facility(ies) is not under the same corporate umbrella or part of the same legal entity as the sponsoring organization.
- **Miscellaneous documentation.** The following miscellaneous documentation must be retained:
  - child care license;
  - copies of all applications and supporting documents submitted to MDHSS-CFNA;
  - copies of all claims for reimbursement submitted to the MDHSS-CFNA; and
  - copies of all correspondence from MDHSS-CFNA to MDHSS-CFNA.

See Chapter 8 for more information on recordkeeping and the booklet entitled Child Care Centers – Recordkeeping Essentials of the CACFP.




	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  6	SECTION  6.4
CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Sponsoring Organizations - Disbursements			

Sponsoring organizations shall make payments to child care facilities or outside school hour facilities under their jurisdiction within five working days of receipt from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) if the child care facilities are not under the same corporate umbrella or part of the same legal entity as the sponsoring organization. Reimbursement to facilities may not exceed the applicable meal rate times the number of meals documented at each facility.

Sponsoring organizations of centers may charge the center a fee for administrative services. The fee charged shall be based on the **actual expenses** of the sponsor for services provided to the facility, and may not exceed 15% of the total reimbursement received for that facility. The fee should be a straight charge to the facility for one CACFP service or multiple CACFP services for a given period of time. The fee shall not be calculated as a percentage or portion of the monthly claim. The sponsoring organization shall maintain detailed cost documentation relative to the actual cost of administering the CACFP in the facility to support the administrative fee charged by the sponsoring organization.

The MDHSS-CFNA shall be informed of the fee charged. The sponsoring organization shall include in its application, a complete breakdown of the costs incurred in order to justify the fee charged. The MDHSS-CFNA will monitor the fee charged and the costs for each facility under the organization’s sponsorship.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  6	SECTION  6.5
CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Sponsored Centers – Required Recordkeeping			

The sponsoring organization shall maintain all center records at a central location identified in the management plan. Each facility under the sponsoring organization's jurisdiction shall collect the following records and submit them to the sponsoring organization:

- **Copies of all menus.** Menus must be dated and indicate all components that were served. Each facility must verify the menu served to the children meets the minimum food pattern requirement. Food purchase receipts and invoices will be reviewed to ensure adequate food and milk purchases are made.

Copies of all infant menus must be maintained as follows:

For infants 0 through 3 months old, a separate *individual infant meal record 0 through 3 months* is required for each infant. The amount served is required as well as an indication of the meal that is being claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). Record the time served and the amount of formula or breastmilk consumed on the individual infant meal record 0 through 3 months.

For infants 4 through 7 months old, a separate *individual infant meal record 4 through 7 months* is required for each infant. Also required is the food item served, i.e. circle infant rice cereal, and an indication of the meal that is claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack).

For infants 8 through 11 months old, a separate *individual infant meal record 8 through 11 months* is required. The amount and name of the food used to feed the infants must be recorded on the individual infant meal record. Be sure to include all of the food items served to the infants and indicate which meals are served and claimed.

- **Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the center for care. Beginning April 1, 2005, all enrollment forms must indicate the child's name, address, phone number, and date of enrollment. In addition, the enrollment form must include the child's usual hours of attendance at the child care center, the usual days of the week the child is in care, and the meals usually eaten at the child care center while in care. This information must be completed by the child's legitimate parent or guardian, and must be signed and dated by that person. All enrollment forms must be updated annually. It is required that child care centers use the enrollment form developed by the Department of Health and Senior Services.
- **Daily attendance records.** The attendance records cannot be used as a basis for completing the meal count record. However, the attendance records should support the meal count records. For example, if John Doe was claimed for a meal on October 17, the attendance records should indicate that John Doe was present on October 17.
- **Meal count records.** Each monthly claim for reimbursement must be supported by meal count records for each meal served during the month. The meal count record must indicate the daily number of meals served to children by type of meal (breakfast, lunch, supper, or snack). Center

personnel must maintain a point of service meal count, which means that each meal is recorded on the meal count record as the meal is served to each child, or within a very short period of time thereafter. Meals that are not recorded on the meal count records within the time-frame of the meal service may not be claimed for reimbursement. A total head count or head count by category is not sufficient.

Meal count records may also record the eligibility category (free, reduced, or paid) of the child. Care should be taken to assure there is no overt discrimination in the classification and identification of children eligible for free or reduced price meals. Centers who record eligibility classifications on the meal count records should use a code to distinguish between the free, reduced and paid.

- **Non-profit food service verification.** The center must have documentation to verify that all of the CACFP reimbursement is being used:
  - solely for the conduct of the food service operation; and
  - to improve food service operations.

Non-profit food service verification includes:

- Documentation of income to the program. Income to the program includes all monies received from State, Federal, or local government sources, any center funds used to subsidize the food service program, any payments for adult meals, and any other income including loans and donations to the food program.
- Documentation of food service expenditures. Food service expenditures include food purchase receipts or invoices, labor cost supported by payroll stubs and time studies, cost of expendable food service equipment, cost of maintaining non-expendable food service equipment, and indirect costs. **Expendable equipment** has a durability of less than two years and costs \$500 or less. **Non-expendable equipment** has a durability of two years or more and costs more than \$500. Examples of indirect costs are rent, utilities, office supplies, etc. A portion of indirect costs can be charged to the CACFP if there is documentation available to support the charge.

See Section 8.2 for more information on records to support program costs.


- **Income Eligibility Forms.** An Income Eligibility Form (IEF) must be on file for each child claimed as free or reduced. IEFs must be updated annually. The IEF is effective on the first day of the month during the month the form is initially signed by the center representative, and expires one year later on the date the center representative signed the form. See Chapter 10 for more information on free and reduced price meals.
- **Title XX documentation.** Title XX documentation must be available for for-profit centers. Title XX documentation includes the Department of Social Services –Family Support Division (FSD) vendor invoices and a copy of the contract with FSD for vendor children. For each month claimed, the center must have verification that at least 25% of the enrolled children or licensed capacity (whichever is less) were Title XX beneficiaries.
- **Free/Reduced documentation:** For profit child care centers that are eligible for the CACFP based on free/reduced enrollment must have documentation available to verify that at least 25% of enrolled children or license capacity (whichever is less) are eligible for free or reduced meal reimbursement each month. Documentation must include effective, signed IEFs for the children used to verify eligibility and a current roster of all children enrolled in the facility (if enrollment numbers are less than licensed capacity).

- **Civil Rights racial/ethnic data.** All centers must:
  - display the “And Justice For All” poster;
  - display the “Building for the Future” poster (navy blue);
  - provide the nondiscrimination statement and procedure for filing a complaint in all center brochures;
  - collect actual beneficiary data by racial/ethnic category; and
  - provide informational materials in the appropriate translation regarding the CACFP.

See Sections 5.7 and 5.8 for more information on Civil Rights.

- **Documentation of training to staff.** Staff must be trained at least annually with regard to the CACFP. Documentation must include:
  - session dates;
  - locations;
  - topics; and
  - names of participants.
- **Documentation of monitoring.** Centers under the sponsoring organization’s jurisdiction must be monitored for program compliance at least 3 times annually. Date of the review, problems noted, and corrective action prescribed must be documented.
- **Documentation of the dates and amounts of disbursement to each child care facility.** Disbursements of reimbursement shall be made within 5 working days from receipt of the check from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) to child care facilities under the sponsoring organization’s jurisdiction if the facility(ies) is not under the same corporate umbrella or part of the same legal entity as the sponsoring organization.
- **Miscellaneous documentation.** The following miscellaneous documentation must be retained:
  - child care license;
  - copies of all applications and supporting documents submitted to MDHSS-CFNA;
  - copies of all claims for reimbursement submitted to the MDHSS-CFNA; and
  - copies of all correspondence from MDHSS-CFNA to MDHSS-CFNA.


See Chapter 8 for more information on recordkeeping and the booklet entitled Child Care Centers – Recordkeeping Essentials of the CACFP.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  6	SECTION  6.6
CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Sponsored Centers – Application Information			

Child care centers under the jurisdiction of a sponsoring organization shall abide by the terms and conditions set forth in the agreement between the sponsoring organization and the center. It will be necessary for the sponsored child care center to abide by the minimum requirements established for the CACFP outlined in this section.

At the time of application renewal, the sponsored center shall submit the following information to the sponsoring organization to determine eligibility to participate in the CACFP.


- a. Evidence of non-profit status for the center (See Chapter 2, Section 2.1) or eligibility requirements for for-profit centers (See Chapter 2, Section 2.2).
- b. Overlap approval certification (if applicable) shall be submitted with the application information.
- c. Application for participation in the Child and Adult Care Food Program.
- d. Two weeks of menus for each meal claimed (if applying for the first time).
- e. Contract with the Family Support Division for vendor children if the center is for-profit.
- f. A copy of the Title XX invoice submitted to the Family Support Division for payment of state paid children for the month prior to application, or, an enrollment roster with the children eligible for free and reduced priced meal reimbursement identified on the roster, if the for-profit center is qualifying on the basis of free and reduced priced enrollment.

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CHAPTER Chapter 6. Requirements of Management – SO’s	SUBJECT For-Profit Centers – Monthly Title XX or Free/Reduced Verification			

The sponsoring organization must verify on a monthly basis that 25% of the children enrolled or licensed capacity (whichever is less) at each sponsored center are Title XX beneficiaries, or are eligible for free and reduced price meal reimbursement.


The number of children enrolled is the total number of children who attended the center during the claim month. To be counted as a Title XX beneficiary or as a free/reduced price meal beneficiary, a child must be claimed for at least one day on the Family Support Division vendor invoice or be in attendance at the center for at least one day each month. Children in attendance for any day during the month must be included in the enrollment count.

Natural and related children of the provider who are enrolled and in attendance at the center during the claim month shall be included in the enrollment count. See Section 4.4 and 4.5 for more information on how to determine for-profit eligibility.

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CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Outside School Hours Center			

Outside school hour centers (OSHC) under the jurisdiction of a sponsoring organization are child care centers which provide organized child care services to school-age children outside of school hours. OSHC requirements are essentially the same as the requirements for child care centers. There are additional requirements for OSHC which are outlined below:


1. A **nonresidential public or private nonprofit school** which provides organized child care programs for school age children may participate in the CACFP as an OSHC if:
  - The OSHC is licensed or licensed exempt (religious organization only);
  - The OSHC is distinct from any extracurricular programs organized primarily for scholastic, cultural, and athletic purposes; and
  - Separate CACFP records are maintained to support the claims for reimbursement and compliance with CACFP requirements.
2. OSHC are eligible to claim breakfast, p.m. snack, and/or supper meals for reimbursement. Lunch may not be claimed in OSHC on week days unless:
  - The children enrolled at the center attend schools which do not offer a lunch program. The limit of claiming no more than two meals and one snack shall not be exceeded for children in care. Children claimed cannot exceed 12 years of age; and
  - The lunch is served during periods of school vacation, including weekends, and holidays provided no more than two meals and one snack are claimed for children in care.
3. OSHC may not operate under the CACFP on weekends only.
4. Three hours shall elapse between the beginning of one meal service and the beginning of another except when no snack is served between lunch and supper then 4 hours shall elapse between the service of lunch and supper. The service of a supper shall begin no earlier than 4:30 p.m. or later than 7:00 p.m. and end no later than 8:00 p.m.
5. Operation personnel at the OSHC shall ensure that:
  - Meals are served to and claimed only for school age children, 12 years of age or younger, enrolled for care;
  - Meals served to children meet the meal pattern requirements;
  - Meals served are consumed at the OSHC;
  - Accurate records are maintained.

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CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Criteria for Claiming Meals			

Meals may be claimed for reimbursement if the following criteria are met:

- All required meal components are served to the child for the meal claimed. A child must receive all components for a meal to be claimed except in those cases where a physician’s statement is on file verifying that a child cannot have a particular food for medical reasons. The medical statement must also list foods which can be substituted for the component or food item. See Chapter 7 for details on the meal pattern.
- A maximum of two meals and one snack or one meal and two snacks can be claimed per child. A center may not claim three meals or three snacks per child per day.
- Claims for reimbursement can only be made for children who are enrolled and in attendance at the meal. Meals claimed at any one time cannot exceed the authorized capacity of the center.
- Creditable foods must be served. Refer to the Creditable Foods Guide for details on those foods which can be used to meet the menu components.



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CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Audits			

Non-profit institutions receiving more than \$500,000 in Federal Financial Assistance per year must be audited every year except for certain non-federal entities that obtain biennial (2 year) audits. It is the institution’s responsibility to have the audit completed. A copy of the audit shall be submitted to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA).


For-profit institutions receiving more than \$100,000 in Child Nutrition Program funds per year will be audited by MDHSS at least once every two years.

MDHSS may contract with auditors to conduct limited scope audits of for-profit or non-profit institutions at any time regardless of the amount of CACFP reimbursement received.

MDHSS may contract with auditors to conduct fiscal reviews of for-profit and non-profit institutions as part of the regularly scheduled monitoring review. These fiscal reviews will cover the financial aspects of the CACFP, and augment the monitoring reviews conducted by MDHSS.

Specific questions regarding CACFP audits, limited scope audits, and fiscal reviews may be directed to the MDHSS’ chief internal auditor at:

Missouri Department of Health and Senior Services  
Chief Internal Auditor  
Division of Administration  
P.O. Box 570  
Jefferson City, MO 65102

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	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	4/1/05	5/23/05	6	6.11
CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Household Contacts			

Household contacts, sometimes referred to as “parent audits or parent contacts,” are required to be made by sponsoring organizations when a child care center under a sponsoring organization’s jurisdiction is suspected of CACFP mismanagement. Sponsored centers should be notified when they sign an agreement with a sponsoring organization that household contacts are part of the sponsoring organization’s operational procedures, and that parents of enrolled children may be contacted at any time to obtain or verify information. It is highly recommended that sponsoring organizations include the following statement on each enrollment form completed by a parent of an enrolled child: “Department of Health and Senior Services or Sponsoring Organization officials may contact you to verify information.”

The situations triggering a household contact may not always indicate mismanagement, but they certainly indicate a problem with a center’s procedures and/or understanding of the program. Situations which will require a sponsoring organization to conduct household contacts include, but are not limited to:

- Complaints received by MDHSS-CFNA or the sponsoring organization from the Bureau of Child Care, parents, employees, other sponsors, businesses or the concerned public related to the center claiming children not enrolled, claiming children not in attendance, claiming meals not served, or any other complaint related to the CACFP that indicates mismanagement.
- The center is missing enrollment forms for 20% or more of the children enrolled.
- The enrollment information completed by the parents of the enrolled child is in conflict with the center’s claim for 20% or more of the children enrolled. For example, the days in care, hours of care, meals claimed while in care, etc. conflict with the center’s meal claims.
- Significant fluctuations of 25% or more in the attendance on the day of an on-site review from the previous five days claimed. For example, a center claims 50 children for each of five days prior to the on-site review of the sponsor, on which day only 35 children are in attendance. (If attendance varies during the previous five days, the sponsoring organization will calculate the 25% from the lowest of the five days previous attendance to calculate the 25% variance.)
- A center’s monthly claim for reimbursement does not vary from month to month for a three month period of time. For example, the same number of breakfasts, lunches and snacks are claimed, the total meals equals the total attendance each month, or the total meals equals the total enrollment times the days of operation each month.

The sponsoring organization will use the MDHSS-CFNA survey form (6.11A) or develop a form of their choosing to collect information from parents. The method chosen by the sponsoring organization, for example, written survey through mail, phone contacts, e-mail, etc., to contact parents is up to the organization to determine, but it is strongly recommended that parents are informed of the procedure to be used to contact them when the parent completes the child’s enrollment form. Parents should be strongly encouraged to support sponsoring organization efforts to contact them, as the outcome of the contacts can

impact the quality of care provided to their child. Centers shall be required to cooperate in the event of a parent audit. If a parent informs a center that she/he has been contacted by the sponsoring organization or state or federal officials, the center must encourage the parent to cooperate fully. Any effort on the part of a child care center to interfere in any way with a household contact would be the basis for a declaration of seriously deficient.

To assure a good response to a household contact, the sponsoring organization shall survey parents as follows:

- 10 or less children enrolled: 100% of parents surveyed
- 11 to 30 children enrolled: 75% of parents surveyed
- 31 to 50 children enrolled: 50% of parents surveyed
- 51 to 100 children enrolled: 25% of parents surveyed
- 101 or more children enrolled: 20% of parents surveyed

Efforts made to contact a parent by any means, including phone, must be documented.

Sponsoring organizations shall strive for a 50% response rate on household contacts, particularly for centers that have 20 or fewer children enrolled. If a 50% response rate is not achieved for centers with 20 or less children enrolled, the sponsoring organization must conduct additional follow-up with parents to obtain the necessary responses. Response rates for centers with larger enrollments may be less than 50%, however, a minimum of 8 parent responses is required.

Each response received must substantiate the center's claims. If all but a single response substantiate the center's claim, the sponsor may wish to obtain additional information from that parent. However, if two or more responses fail to substantiate the center's claim for reimbursement, the sponsor shall move immediately to classify the center as seriously deficient, allowing no more than 30 days for corrective action. If the center is already seriously deficient for a similar finding, the sponsor must propose to terminate the center's agreement. In addition, claims that are not substantiated by household contacts must be disallowed.

## Child and Adult Care Food Program Survey for Child Care Centers

Please complete the following concerning your child and return immediately in the envelope provided.

1. **Child's Name:** \_\_\_\_\_
2. **Child Care Facility Name:** \_\_\_\_\_
3. **Date of Enrollment at child care (first day attended this facility):** \_\_\_\_\_
4. **Child's Birth Date:** \_\_\_\_\_
5. **Check the box next to the days of the week your child is in care at this facility:**

<input type="checkbox"/> Sunday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday	
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday	
6. **Normal hours of care** (time child arrives at child care and time child is picked up):  
 Dropped off: \_\_\_\_\_ Picked up: \_\_\_\_\_
7. **Check the box next to the meals you expect your child to receive while in child care:**

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Evening Snack
<input type="checkbox"/> Morning Snack	<input type="checkbox"/> Afternoon Snack	<input type="checkbox"/> Supper
8. **Is your child in care?** (check the appropriate box)
 

<input type="checkbox"/> All day	<input type="checkbox"/> Before School	<input type="checkbox"/> Evening
<input type="checkbox"/> Half Day Morning	<input type="checkbox"/> After School	<input type="checkbox"/> Overnight
<input type="checkbox"/> Half Day Afternoon	<input type="checkbox"/> Before and After	

School

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

Optional information:


Phone number: \_\_\_\_\_

May we contact you for additional information if necessary?    Yes      No

Thank you for your time and assistance.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health and Senior Services, Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, MO 65102, (1-800-733-6251). TDD users can access the preceding number by calling 1-800-735-2966. EEO/AAP services provided on a non-discriminatory basis.

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CHAPTER Chapter 6. Requirements of Management – SO’s	SUBJECT Sponsoring Organizations – Program Assistance			

Sponsoring organizations accept responsibility for the CACFP management of each center under their jurisdiction. It is, therefore, required that sponsoring organizations train the centers on CACFP requirements and monitor each center to assure that all requirements are met. All training and monitoring must be documented to show date, topics, personnel involved and comments and findings. Documentation of training and monitoring must be on file for at least 3 years.

The sponsoring organization shall conduct a preapproval visit for each new center for which application is made. The purpose of this visit shall be to inform the new center about program requirements and benefits of the program. The sponsoring organization shall review the sponsoring organization agreement to include the rights and responsibilities of the center and the rights and responsibilities of the sponsoring organization. A sample agreement form is available upon request to Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA). See Section 6.14 for more information on the agreement between sponsoring organizations and centers. The sponsoring organization shall also review the potential applicant’s food operation to determine if the requirements of the CACFP does not exceed the capability of the center.

All new centers shall be trained in CACFP recordkeeping requirements, creditable foods, menu planning, CACFP regulations, and the benefits of the CACFP prior to the beginning of program operations. Additional training sessions with a minimum of one shall be provided to all centers under the sponsoring organization’s jurisdiction throughout the fiscal year. The training sessions shall be on topics related to CACFP, menu planning, food safety and sanitation, nutrition, or nutrition education. It is desirable that the sponsoring organization train all facility staff annually, however, at a minimum, the center director and key CACFP staff must be trained annually.

Monitoring visits for child care centers under the sponsoring organization’s jurisdiction shall be completed at least three times per year. At least one review shall be made during each new center’s first four weeks of CACFP operations. Monitoring reviews shall not be completed more than six months apart. The preapproval visit does not count as being one of the three required monitoring visits. At least two of the three required monitoring visits must be made by the sponsoring organization unannounced, and at least two of the required visits must include the observation of the meal service from start to finish.

The sponsoring organization shall review, at a minimum, for child care centers:

- Menus
- Meal count records
- Income Eligibility Forms
- Attendance records
- Food and milk purchases
- Proof of non-profit food service
- Food storage and the use of creditable foods

- Enrollment documentation
- Sanitation of the kitchen area


The sponsoring organization shall observe a meal service for two out of the three monitoring reviews. The monitoring review shall be conducted for a period of at least one hour.

Monitoring visits for outside school hour centers under the sponsoring organization's jurisdiction shall be completed at least three times each year. At least one review shall be made during each center's first four weeks of CACFP operations. Monitoring reviews shall not be completed more than six months apart. For school organizations sponsoring outside school hour centers, a minimum of three monitoring visits must be completed.

The sponsoring organization shall review, at a minimum, for outside school hour centers:

- Menus
- Meal count records
- Income Eligibility Forms
- Food storage and the use of creditable foods
- Enrollment documentation
- Sanitation of the kitchen area
- Meal times
- Supervision of the meal service
- Proof of non-profit food service

The sponsoring organization of outside school hour centers shall observe a meal service for two out of the three monitoring reviews. The monitoring review shall be conducted for a period of at least one hour.

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CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Civil Rights Data Collection			

The CACFP must ensure that program benefits are made available to all eligible individuals without regard to race, color, age, sex, disability, or national origin.

As part of the application process, the sponsoring organization must provide information on:


- Estimate of the racial/ethnic makeup of the population to be served in each child care facility. Sources for this information might include census data or public school enrollment.
- Actual beneficiary data by racial/ethnic category for each child care center. Visual identification may be used to determine a beneficiary's racial/ethnic category or the parents of a beneficiary may be asked to identify the racial/ethnic group of their child. Parents may be asked to identify the racial/ethnic group of their child only after it has been explained, and they understand, that the collection of this information is strictly for statistical reporting and has no effect on the determination of their eligibility to receive benefits under the program.
- Efforts to be used to assure that minority populations have an equal opportunity to participate.
- Efforts to be used to contact minority and grassroots organizations about the opportunity to participate.
- Any other Federal agencies providing financial support to the sponsoring organization.

Throughout the program year, the sponsoring organization must:

- Display the "And Justice For All" poster in a prominent place in each sponsored facility.
- Display the "Building for the Future" poster in a prominent place in each sponsored facility.
- Have the capability of providing informational materials in the appropriate language translation concerning the availability and nutritional benefits of the CACFP.
- Make available program information to the public upon request. Upon initial visits, parents of potential beneficiaries shall be given specific program information which is pertinent to their children's receipt of benefits under the program.
- Provide the nondiscrimination statement and procedure for filing a complaint in information concerning the program or program activities directed to parents of beneficiaries and potential beneficiaries.

- Provide translation services or bilingual staff for areas where a significant proportion of the population of the area served by the child care center is composed of non-English or limited English speaking persons who speak the same language. Program information shall be provided in the appropriate language.
- Provide training to staff on all aspects of civil rights compliance. Staff should be able to identify a civil rights complaint if received. They should know what to do if they receive a complaint and they should understand that it is the basic right of the individual to file a complaint.




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CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Civil Rights Complaint Procedure			

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.


The complaint should include:

- Name, address, and telephone number or other means of contacting the complainant;
- The specific location and name of the entity delivering the service or benefit;
- The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration which is having a disparate effect on the public, potential participants, or participants;
- The basis on which the complainant feels discrimination exists;
- The names, titles, and business addresses of persons who may have knowledge of the discriminatory action; and
- The date during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

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CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Agreement with Sponsored Facilities			


The Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) requires sponsoring organizations of child care centers to use the standard agreement provided by the MDHSS for use between the sponsoring organization and all child care centers under their sponsorship where those centers are legally distinct from the sponsoring organization, or that are not under the same organizational umbrella as the sponsoring organization. A copy of the sponsor-center agreement is available upon request from MDHSS-CFNA.

The sponsoring organization may choose to develop its own separate agreement for use with centers, but the agreement must be approved by MDHSS-CFNA prior to its use.

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CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Production Records – Food Service Contractors			

Food Service Management Companies or commercial caterers that contract with a sponsoring organization or independent child care center to prepare meals must maintain production records to verify that children are receiving adequate quantities of food on a per meal basis. Contracting with a food service contractor does not relieve the sponsoring organization of its responsibility to verify that children are receiving minimum serving sizes.

It is the sponsoring organization's responsibility to collect and review production records from the food service contractor. See Section 6.17 for minimum information that must be included on the production records submitted by the food service contractor.

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CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Production Records – Minimum Requirements for Food Service Contractors			

Production records supplied by food service contractors may be completed using one of the two listed methods:

### Method 1

Minimum amount of information supplied by the food service contractor shall be:

- Food items used; and
- Amount of food item used and delivered.

The center personnel will be responsible for documenting the number of children and adults served.

### Method 2

Minimum amount of information supplied by the food service contractor shall be:

- Food items used;
- Total amount of food used by the contractor to supply all meals produced for the given menu; and
- Total number of servings provided from the food.

For both methods listed above, modifications can be made if the food service contractor can provide adequate documentation to verify that minimum serving size requirements are met. Modifications which will be acceptable for each component group are:

### Meat/Meat Alternate Items

For meat items which are preformed into identical weight serving sizes such as hamburger patties, fish fillets, chicken patties, etc., the food service company can state on the production record the number of preformed portions which were provided. In addition to the number provided, the food service contractor must supply documentation indicating the cooked weight of the meat portion of the product. This information must be in the form of a Child Nutrition (CN) label or product analysis sheet which has been signed by the manufacturer.

For casserole type items such as spaghetti, chili, etc., the company can supply the standardized recipe used to the center. The recipe must indicate the pounds of meat used and the number of servings obtained from the recipe.

### Fruit/Vegetable Items

If the food is delivered in bulk containers, i.e., steam table pans, the food service contractor must supply the information indicated in Method 1 or Method 2.

If the food is delivered on a per unit basis, the food service contractor can supply a detailed procedure for portion control of the food items. This procedure must identify the equipment used for portioning of each item.

**For Example:**

<u>Product</u>	<u>Serving Utensil</u>
Green Beans	½ cup spoodle

The portion control procedure will not be sufficient if the food service contractor uses slotted spoons since this utensil provides no consistency of serving size.

For vegetable casseroles or fruit desserts, it will be necessary for the company or center to identify the total amount of fruit/vegetable used in the product or the amount of fruit/vegetable provided on a per serving basis. This can be done by supplying a standardized recipe, product analysis, CN label, or other method which has been approved by the Missouri Department of Health and Senior Services –Community Food and Nutrition Assistance.

**Grains/Bread Component**


When slices of bread are provided, the food service contractor shall document the number of slices provided and the weight of each slice.

When bread alternates are provided such as muffins, rolls, biscuits, etc., the company shall document the number of muffins and the weight of each muffin. A recipe, ingredient label, CN label, or product analysis sheet must be supplied to assure that the product is a creditable bread alternate.

If rice, spaghetti, or other pasta is used to meet the grains/bread component, total amount used could be provided or information on the bread alternate included in the portion control procedure.

**Milk**

Food service contractor shall document the number of the units provided such as number of gallons, half gallons, half pints, etc.

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CHAPTER Chapter 5. Requirements of Management – SO's	SUBJECT Claiming Infants			

Sponsoring Organizations of child care centers participating in CACFP must offer program meals to all eligible children enrolled for care in their facilities. Enrolled infants under 12 months old must have access to CACFP meals. CACFP meal requirements are defined on the *Infant Food Chart*. When an infant is in care during the meal service period, the center must offer the infant a meal that meets program requirements. A sponsor may not avoid this obligation by stating that the infants are not “enrolled” in CACFP, or by citing some logistical or cost barrier to offering an infant meal. Decisions on offering Program meals must be based on whether the child is enrolled for care, not whether the child is enrolled for CACFP. Section 226.2 of the CACFP regulations defines an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document which indicates that the child is enrolled for child care.”

Infants must be recorded on the attendance records, meal count records, and claim forms the same as other enrolled children. Reimbursement rates for infants are the same as for older children. In addition to the standard recordkeeping, an individual infant meal record must be kept for each infant in care. Use the appropriate meal record based on the age of the infant – 0 through 3 months, 4 through 7 months, or 8 through 11 months. It is not necessary to document the actual amounts consumed by infants 4-11 months old. It is assumed that the required amounts are offered.

Infant meals claimed may not exceed 2 meals and 1 snack or 1 meal and 2 snacks per day, regardless of the number of times the infant eats.

The *Infant Feeding Preference* form and *Infant Food Chart* should be given to parents of infants when they enroll. The preference form must be signed by a parent or guardian and kept on file for all infants enrolled at the center. The purpose of this form is to determine if the infant’s meals can be claimed for reimbursement.

Infant meals can be claimed in these situations:

- Parents provide expressed breastmilk and the child care facility provides all other required meal components as appropriate for age according to the *Infant Food Chart*. Breastmilk must be served to infants by child care staff. Meals containing only breastmilk may be claimed for infants from birth through 7 months of age.
- Parents accept the CACFP approved infant formula provided by the child care facility and the child care facility provides all other required food components as appropriate for age according to the *Infant Food Chart*.
- Parents provide a CACFP approved infant formula and the child care facility provides all other required meal components as appropriate for age according to the *Infant Food Chart*. Infant meals may be claimed for infants birth through 7 months of age if the parent declines the formula offered by the center and provides a CACFP approved formula from home and the child care facility feeds the infant the formula.

The center may provide other required meal components, based on the readiness of the infant to eat solid foods.


- Mother comes to the facility to breastfeed her infant and the facility provides all other meal components.

Infant meals **cannot** be claimed in these situations:

- Mother comes to the facility to breastfeed her infant and no other food components are served. While this feeding practice is desirable, the meal cannot be claimed for CACFP because the facility is not providing the service of feeding the infant.
- Parents do not accept the foods offered by the facility. They bring food from home for their infant.
- Whole milk is served in place of breastmilk or infant formula.

See section 7.2 for more information on infant feeding.

Reference: 7CFR226.20(b)

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CHAPTER Chapter 7. Meal Pattern		SUBJECT Requirements for Meals Ages 1-12			

### **Breakfast**

A breakfast meal shall include a serving of fluid milk as a beverage or poured over cereal, or used in part for each purpose, a serving of vegetable or fruit or full strength fruit juice, and a serving of whole-grain or enriched bread or grain.

Milk cannot be added to a product during the preparation process and still be considered a serving of milk. For example, milk added to eggs cannot be counted as any part of the milk serving.


### **Lunch/Supper**

A lunch or supper shall include a serving of fluid milk, served as a beverage, a serving of lean meat or meat alternate, a serving of two or more vegetables or fruits, or a combination of both, and a serving of enriched bread or whole-grain.

### **Snack**

A snack shall include at least two of the four (meat, fruit/vegetable, bread, milk) components. Juice may not be served when milk is served as the only other component. The snack items must come from two different component groups. For example, orange juice and fruit cocktail would not be a creditable snack because both items come from the fruit/vegetable group.



 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  7	SECTION  7.2
CHAPTER Chapter 7. Meal Pattern	SUBJECT Feeding Infants			

Meals served to infants up to one year of age must meet the requirements described in this policy and in the *Infant Food Chart*. Foods of an appropriate texture and consistency for each infant are required only when the infant is developmentally ready to accept them. The infant's parent or guardian should be involved in all decisions concerning changes in feeding pattern. Solid foods should be introduced one at a time on a gradual basis.

Breastfeeding should be supported as the preferred way to feed infants. In addition, child care facilities must offer at least one iron-fortified infant formula. The infant formula selected should be one that satisfies the needs of the majority of the infants in the facility's care at any given time. Either breastmilk or iron-fortified infant formula, or portions of both, must be served for the entire first year.

Infants must be offered at least the minimum amounts of the meal components outlined in the *Infant Food Chart*. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered. More breastmilk must then be offered if the infant is still hungry. Breastfeeding mothers put considerable effort into expressing and storing their milk so child care facilities should take extra care to avoid wasting breastmilk.

Fruit juice should not be offered to infants until they are 6 months or older and ready to drink from a cup. Feeding fruit juice only from a cup helps develop behaviors that may prevent early childhood dental caries. Fruit juice served as part of the meal pattern for infants 8 through 11 months must be full-strength.

Infants should be held when being fed a bottle, and should never be laid down with a bottle.

#### Infant Meal Pattern:

**Birth through 3 months** – Only breastmilk or iron-fortified infant formula is required to meet the infant's nutritional needs.

- Breakfast shall consist of 4 to 6 fluid ounces of breastmilk or iron-fortified infant formula.
- Lunch/supper shall consist of 4 to 6 fluid ounces of breastmilk or iron-fortified infant formula.
- Snack shall consist of 4 to 6 fluid ounces of breastmilk or iron-fortified infant formula.

**4 months through 7 months** – Breastmilk or iron-fortified formula is required. Some infants may be developmentally ready for solid foods of an appropriate texture and consistency.

- Breakfast shall consist of 4 to 8 fluid ounces of breastmilk or iron-fortified infant formula. A serving of 0 to 3 tablespoons of iron-fortified dry infant cereal may also be provided. (The 0 indicates that an infant should not be offered iron-fortified dry infant cereal until developmentally ready and only when approved by the infant's parent or guardian.)


- Lunch/supper shall consist of 4 to 8 fluid ounces of iron-fortified formula or breastmilk. A serving of 0 to 3 tablespoons of iron-fortified dry infant cereal or 0 to 3 tablespoons of fruit or vegetable of appropriate consistency may also be provided.
- Snack shall consist of 4 to 6 fluid ounces of iron-fortified infant formula or breastmilk.

### **8 months through 11 months**

- Breakfast shall consist of 6 to 8 fluid ounces of iron-fortified infant formula or breastmilk, 2 to 4 tablespoons of iron-fortified dry infant cereal, and 1 to 4 tablespoons of fruit or vegetable of appropriate consistency or a combination of both. Juice may not be served as a replacement for the fruit or vegetable at breakfast, lunch, or supper.
- Lunch/supper shall consist of 6 to 8 fluid ounces of iron-fortified infant formula or breastmilk, 2 to 4 tablespoons of iron-fortified dry infant cereal and/or 1 to 4 tablespoons of meat, fish, poultry, egg yolk, or cooked dry beans or peas, or ½ to 2 ounces of cheese or 1 to 4 ounces of cottage cheese, cheese food or cheese spread of appropriate consistency and 1 to 4 tablespoons of fruit or vegetable of appropriate consistency or a combination of both.
- Snack shall consist of 2 to 4 fluid ounces of iron-fortified infant formula or breastmilk, or full-strength fruit juice. Other foods include 0 to ½ slice of crusty bread or 0 to 2 cracker type products made from whole grain or enriched meal or flour and which are suitable for an infant for use as a finger food. (The 0 servings indicates that these components are optional, at the discretion of the provider with parent or guardian approval.)

See section 5.11 for more information on claiming infant meals. More information on feeding infants is available in the USDA publication *Feeding Infants – A Guide for Use in the Child Nutrition Programs*. Available at [www.fns.usda.gov/tn/Resources/feeding\\_infants.html](http://www.fns.usda.gov/tn/Resources/feeding_infants.html)

Reference: 7CFR226.20(b)

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  7	SECTION  7.3
CHAPTER Chapter 7. Meal Pattern		SUBJECT Component Definitions			

### **Milk**

Milk means pasteurized fluid types of unflavored or whole flavored milk, lowfat milk, skim, and cultured buttermilk which meet state and local standards for milk. Children 1 to 2 years of age should be served unflavored whole fluid milk. Lowfat, flavored milks shall not be served to children in the 1 to 2 year age group. Children under 1 year of age must be served iron-fortified infant formula or breastmilk.

Reconstituted dry milk is not creditable as a fluid milk.

### **Meat**

Meat and meat alternates include lean meat, poultry or fish, cheese, egg, cooked dry beans or peas, or nuts and seeds and their butters except for acorn, chestnut and coconut, or an equivalent quantity of any combination of these foods. Foods must be served in a main dish, or in a main dish and one item, to meet this requirement.

Vegetable protein products may be counted as meeting part of the meat and meat alternate requirement. Before using vegetable protein products, contact the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) for information and assistance on the preparation, serving, and crediting of these products.

Nuts and seeds may fulfill no more than one-half of the meat/meat alternate requirement for lunch/supper for CACFP and all of the meat/meat alternate requirements for the snack for CACFP. Peanut butter cannot be served as the only meat/meat alternate component for the lunch/supper meal. An additional meat/meat alternate component must be offered when peanut butter is served at lunch or supper.

A menu item must provide a minimum of ¼ ounce of meat or equivalent to be counted toward meeting any part of the meat/meat alternate requirement.

### **Fruit/Vegetable**

Vegetables and fruits are credited as served. Small amounts, less than 1/8 cup of vegetables and fruits used for flavorings or as optional ingredients, such as garnishes, should not be counted to meet the vegetable/fruit requirement. The minimum amount of any fruit or vegetable served must be 1/8 cup.

A juice must be full-strength 100% fruit juice, with no added sugar or sweeteners.

Cooked dry beans or peas may be counted as a vegetable or as a meat alternate, but not as both in the same meal.

### **Bread**

Enriched bread and whole-grain products include bread, rolls, and quick breads, crackers and low moisture breads, pastas, cereal grains and breakfast cereals, and dumplings, pancakes, and miscellaneous bread products.


In order to be creditable, a bread or grain must:

1. Be whole-grain or enriched or made from whole-grain or enriched meal or flour, germ or bran; or if it is a cereal, the product must be whole-grain, enriched, or fortified.
2. Contain whole-grain and/or enriched flour and/or meal as specified on the label or according to the recipe; or must be enriched in preparation or processing and labeled enriched.
3. Must be provided in quantities specified in the Program Regulations and in minimum serving sizes as specified in program guidance.
4. Must serve the customary function of bread in a meal.

Fortified products have had iron, thiamine, riboflavin, and niacin added to the product.

Review the *Creditable Food Guide* at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html) for specific food items.

Reference: 7CFR226.20(a)

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  7	SECTION  7.4
CHAPTER Chapter 7. Meal Pattern	SUBJECT Types of Meal Service			

### Unitized

Under the unitized method of meal service, each child receives at least the minimum serving size of each meal component. The children must be served each meal component in its entirety at the same time. The center may not serve smaller initial portions to a child and allow the child to request seconds. The full amount of each meal component must be served initially. Children must also be served all required meal components. It is not acceptable to delay the service of a required meal component until other components have been consumed.


### Family Style

Under the family style method of meal service, each child receives a portion of each meal component. Replenishments of each meal component are readily available at each table. Family style meal service is allowable for CACFP if:

- Enough food is placed on each table to provide minimum portions of the family style components for all children at the table and to accommodate program adults supervising meal service at the table if they eat with the children.
- Some amount of each required component must be served to each child and at least the minimum regulatory portion must be offered to the child.
- When the full regulatory portion is not initially served to the child, participating supervising adults must assume the responsibility of actively asking the child if they would like the full portion during the course of the meal.

Any food placed on the table may not be reused or served as a leftover at a later time. Food which has been prepared, but not placed on the table, may be reused if properly stored and reheated to at least 165 degrees Fahrenheit. Under the Missouri Department of Health and Senior Services sanitation standards, milk should not be left to sit on the table for any period of time. Milk should be poured just before the meal service begins. The Missouri Department of Health and Senior Services recommends the purchase of half-pint cartons or service of milk from a milk dispenser. Sanitation rules may vary depending on the location of the center. Please contact your local sanitarian for guidelines for your area.

With both meal types specified above, all food items must be placed on a child's plate in order to assure that a reimbursable meal or supplement is served. If the child is not served all required components, the meal may not be claimed for reimbursement. See Section 7.5 for exceptions for when all required components do not have to be served.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  7	SECTION  7.5
CHAPTER Chapter 7. Meal Pattern	SUBJECT Substitutions			

To claim a meal for reimbursement, the child must be served the required minimum components. Exceptions to this requirement occur under the following circumstances:

### **Physical Needs**

Child care centers participating in the CACFP are required to make substitutions or modifications to the meal pattern for participants with disabilities and whose disability restricts their diet. If a participant is unable to consume the meals offered to other participants, appropriate substitutions to the meal pattern must be provided.

A participant, whose disability or other medical needs restricts his or her diet, shall be provided substitutions in foods only when supported by a medical statement signed by a licensed physician. The medical statement must be kept on file at the center and shall identify:

- The participant's disability and an explanation of why the disability restricts the participant's diet;
- The major life activity affected by the disability; and
- The food or foods to be omitted from the participant's diet and the food or foods that must be substituted.

Reimbursement for meals served with an authorized substitute food to disabled participants shall be claimed at the same reimbursement rate as meals which meet the meal pattern. There shall not be a supplementary charge for the substituted food item to the participant.

### **Medical Reasons**

Child care centers may make substitutions for participants who are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case by case basis.

Participants with medical or special dietary needs may have substitutions to the meal pattern only when supporting documentation is on file. The documentation must be signed by a recognized medical authority such as a licensed physician, physician assistant, or nurse practitioner and must include the following:


- An identification of the medical or other special dietary need which restricts the participant's diet; and
- The food or foods to be omitted from the participant's diet, and the food or foods that may be substituted.

Reimbursement for meals served with an authorized substitute food to participants with special dietary needs must be claimed at the same reimbursement rate as meals which meet the meal pattern. There shall not be a supplementary charge for the substituted food item to the participant.

### **Ethnic, Religious, Economic, or Physical Needs**

Variations made due to ethnic, religious, economic, or physical needs may be made on an experimental or on a continuing basis with approval from the Food and Nutrition Service (FNS). A child care institution may request FNS approval by submitting a letter to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) stating the substitutions to be made and the reasons for their necessity.

Reference: 7CFR226.20(h) and (i)  
FNS Instruction 783-2 Rev.2

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CHAPTER Chapter 7. Meal Pattern	SUBJECT Parents Providing Food			

To claim reimbursement for a meal, the center must supply ALL of the CACFP meal components. **Food items provided by parents cannot be counted as fulfilling any of the CACFP required meal or snack components.** If the parents provide an additional food such as cake for snack and the provider provides the required components, then the meal may be claimed. It is strongly recommended that the required components be served before any additional or extra foods are offered.


Example

Johnny Doe's mother brings cookies to the center to help celebrate his birthday. The center serves the cookies and milk for the snack meal. This snack meal cannot be claimed because the required components were not provided by the center. The center could serve fruit and milk and then offer the cookies, which the parent provided, as extra and claim the snack for reimbursement.

Food donations cannot be accepted in place of all or part of a participant's child care fees or tuition.

**Exceptions to this provision are made:**

- When the parent is supplying infant formula for an infant. When the parent provides infant formula, the center must supply all other required meal component or components in order to claim reimbursement for the meal or supplement and must have a signed statement on file indicating that the parent has refused the formula offered by the center. Meals containing infant formula provided by the center are reimbursable. Meals containing only breastmilk or iron-fortified infant formula provided by the infant's mother are reimbursable, if the mother has refused the formula offered by the center and documentation is available to support her refusal. Meals containing breastmilk or iron-fortified infant formula for infants in the 8 through 11 month age group must contain all other required meal components supplied by the center, in order to be claimed.
- If it is necessary for a parent to supply a very specialized formula for medical reasons, then the meal may still be claimed for reimbursement if the provider supplies at least one required meal component. A written medical statement is required. See 7.5 for medical statement requirements. (Source: FNS Inst 784.3)


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CHAPTER Chapter 7. Meal Pattern		SUBJECT Meals Eaten at Another Location			

Meals purchased at a fast food establishment or restaurant may not be claimed for reimbursement when served to children. Even with documentation, meals or individual food items, such as pizza, purchased at restaurants and fast food establishments may not be claimed for reimbursement.

Meals “packed” at the center and sent with a child to eat at another location, without the supervision of the center, are not eligible to be claimed for CACFP reimbursement.

Picnic lunches or snacks that meet Program component requirements, provided by the center and eaten under the direct supervision of center personnel can be claimed, however, care must be taken to assure that potentially hazardous foods are kept at temperatures below 41 degrees.



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CHAPTER Chapter 7. Meal Pattern		SUBJECT Processed Foods			

Processed foods such as breaded meat products, frozen pizza, ravioli, corn dogs, or tamales can not be counted toward fulfilling the meat/meat alternate unless the center has documentation of the composition of the processed product. For breaded meat items, it is acceptable to remove the breading and weigh the amount of the cooked meat after the breading has been removed.


For other processed foods such as pizza or ravioli, the center must have a Child Nutrition (CN) label or a product analysis sheet signed by the manufacturer stating the amount of meat/meat alternate contributed by the meat portion of the product.

All documentation regarding processed foods must be maintained in the center files. If no information is available at the time of a monitoring review, meals containing the processed foods may be disallowed.

### **Home Canning or Processed Foods**

No home canned food can be used in the CACFP. Home canned foods are at greater risk of being contaminated with harmful bacteria, especially if they are not properly handled before, during and after the canning process. Home canned and processed foods create a safety concern for children being served by the program. Jams and jellies are included in the category of home canned foods.

No home butchered or home processed animals may be served to children in child care. Only meat products which have been butchered and processed in a USDA inspected facility may be used to feed children in child care. State rules and regulations specifically prohibit the service of wild game animals in child care centers.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  11/06	REVISED	CHAPTER  7	SECTION  7.9
CHAPTER Chapter 7. Meal Pattern	SUBJECT Meal Service Times and Duration			

This policy applies when scheduling meal times and when approval is granted for meals claimed for reimbursement in all child care centers participating in the Child and Adult Care Food Program as institutions and facilities. This policy is effective **November 1, 2006**.

Meal service times for infants (birth until the first birthday) are not restricted by this policy. Infants should be served “on demand” as needed. Claims for reimbursement for infant meals served is limited to two meals and one snack **or** two snacks and one meal when the child is in attendance.

Reimbursement for meals will only be made for meals served during the center’s approved meal times as listed and approved on the Center Information Sheet of the Program application. Meal times may be changed any time as needed for center operation, within the requirements of this policy, by revision and approval of the Center Information Sheet on the CACFP Web-based system.

### Approved Meals

The meals approved for reimbursement will be based on the child care center’s Bureau of Child Care licensed hours of operation or hours of actual operation within the licensed hours. This also applies to license exempt child care centers.

#### Child care centers:

Institutions licensed for 12 hours or less with an end time of 6:30 PM or earlier will be approved for breakfast, lunch and AM snack and /or PM snack only. The supper meal and evening/night snack will not be approved for reimbursement.

Institutions licensed for 15, 18 or 24 hour care and operating after 6:30 PM. may be approved for breakfast, morning/AM snack, lunch, afternoon/PM snack, supper, evening snack with proof that the center is operating for evening and night care.

Institutions that hold an extended license but do not operate an extended schedule will be approved for meal service under the limits stated for a 12 hour licensed facility.

### Meal time duration

When scheduling meal times, the following guidelines will be used for approval:

#### Breakfast

- The duration of the breakfast meal service may take no more than two hours from start to finish.
- Breakfast service may start no earlier than 6:30 AM.
- Breakfast service must be completed by 10:00 AM.

#### Snack

- The duration of the snack service may take no more than two hours from start to finish.
- A snack may be approved for midmorning, afternoon and evening.
- A snack may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.
- *The midmorning snack may be served at a time less than 2 hours following the completion of the breakfast meal only in situations where the children served the morning snack are totally different children, who arrive at the center too late for the scheduled breakfast.*
- The evening snack may only be approved for institutions licensed for evening and/or night care and regularly operating over 15 hours per day.
- The evening snack may not be approved for service before 8:00 PM.

#### Lunch

- The duration of the lunch meal service may take no more than 2 hours from start to finish.
- The lunch may not be served before 10:30 AM and must end by 1:30 PM.
- The lunch may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.

#### Supper

- The duration of the supper meal service may take no more than 2 hours from start to finish.
- The supper may not be scheduled to start before 5:30 PM.
- A supper may not be approved for centers where the licensed approved operating hours end at or before 6:30 PM, or where licensed for evening care but not actually operating for evening/night care hours.
- The supper may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.
- The service of the supper must end no later than 8 PM.

At least two hours must elapse between the end of one meal or snack service and the start of the following meal or snack.


In situations of half or part time day care: the same child/children may only be claimed for the breakfast, am snack and lunch meals when there is at least 2 hours between meal/snack service times. (IE: Breakfast 6:30 –7:30, am snack 10:00-10:30, lunch 12:30-1:30).

This policy is effective November 1, 2006

#### Reference:


**Time of meal service {226.20(k)}** State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration.

**CACFP policy 293** states that in order for a meal to be claimed it should be served at a time traditionally considered as the normal serving time for such a meal.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  8	SECTION  8.1
CHAPTER Chapter 8. Recordkeeping	SUBJECT Purpose of Records			

All centers participating in the CACFP are required to keep records to verify compliance with Program regulations. Records verify that an institution is serving the required menu components in adequate quantities to participants. Records also support claims for free and reduced price meals.

All records identified in this chapter must be kept for three years after the date the final claim for the fiscal year was submitted. If audit findings have not been resolved, the records shall be kept as long as necessary to resolve the issues raised by the audit.

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	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	8	8.2
CHAPTER Chapter 8. Recordkeeping		SUBJECT Records to Support Program Cost			

An institution must verify that all reimbursement received from CACFP is being used for the food service operation. Records which must be kept on file to support program costs are:

- **Operating costs.** Operating costs include food expenditures, labor costs, non-food purchases, and contracted service costs. Receipts for food shall be maintained to verify food expenditures. Any expenses for personal items or items not related to the food service shall not be included in the operating cost of the food service. Non-food purchases which may be included as operating costs are those non-food items required for the food service operation. Examples of non-food purchases which could be included as operating costs are paper plates, plastic utensils, glassware, or cleaning supplies used only for the food service.


If the total food expenditures exceed the monthly CACFP reimbursement, no other operating costs need to be documented. If total food expenditures are less than the CACFP reimbursement, operating costs of labor and non-food purchases must be documented. If total operating costs are less than the monthly CACFP reimbursement, documentation of indirect costs must be maintained.

- **Indirect costs.** Indirect costs are costs which are shared by other programs of the institution. Examples of indirect costs are rent, utilities, or salaries for teachers. Rent is paid monthly for an entire center. A portion of that rent could be charged to the food service operation for the kitchen area.

For Example

Monthly rent for XYZ Child Care Center is:	\$600
One-fourth of the child care facility is in the kitchen area:	<u>x .25</u>
\$150 of the rent could be charged to the food service.	\$150


The cost (mortgage) for a building owned by the institution cannot be included as indirect costs.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  8	SECTION  8.3
CHAPTER Chapter 8. Recordkeeping	SUBJECT Records to Support the Claim			

The following records must be kept on file to support the claim for reimbursement:

- Menus and infant menus
- Enrollment Documents
- Meal Count Records
- Income Eligibility Forms
- Production Records (for centers vended by a Food Service Management Company or Caterer)
- Food Purchase Receipts
- Daily Attendance Records
- Infant Feeding Preference Forms
- Records of Overlap or Shift Care


See Chapters 5 and 6, Requirements of Management, Required Recordkeeping, for more information. See the booklet entitled Child Care Centers Recordkeeping Essentials of the CACFP at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html) for detailed instructions and sample forms.

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CHAPTER Chapter 8. Recordkeeping		SUBJECT Records to Support Compliance			

Records which must be kept on file to support compliance with regulations are:


- Child Care License
- Training Records
- Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance correspondence
- Civil Rights Data
- Copy of Application Materials and Program Contract
- Copies of Submitted Claims
- Health Inspections and building Fire/Safety Inspections

See Chapters 5 and 6, Requirements of Management, Required Recordkeeping, for more information.

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CHAPTER Chapter 8. Recordkeeping	SUBJECT Records to Support For-Profit Eligibility			

For-profit centers must document monthly their eligibility to participate in the CACFP. For-profit centers must have monthly Family Services Division vendor invoices to verify that at least 25% of the enrolled children or licensed capacity (whichever is less) are Title XX beneficiaries or they must have current Income Eligibility Forms for all children eligible for free and reduced price meal reimbursement. See Section 4.4 and 4.5 for more information on how to determine Title XX eligibility and Free and Reduced eligibility.




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	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	8/07	9	9.1
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Areas Which Will Be Monitored			

The purpose of the monitoring visit is to ensure that the provider is operating the program in accordance to the CACFP regulations and to provide technical assistance in any areas relating to the CACFP. Regulations require that all institutions will be reviewed at least every three years.

Records maintained by the provider serve as a basis for verifying compliance to program regulations. The areas and records which will be reviewed are as follows:


- Meal Count Verification
- Daily Attendance Records
- Meal Service Compliance
- Meal Service time within the requirements of Section 7.9 and approved on the Center Information Sheet
- For-Profit Eligibility (Title XX or Free and Reduced, if applicable)
- Licensing Information
- Enrollment Numbers
- Income Eligibility Forms
- Non-Profit Food Service Verification
- Civil Rights Compliance
- Food Service Safety and Sanitation Procurements
- Other Required Documentation

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	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	9	9.2
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Meal Count Verification			

The CACFP nutritionist will review all of the Income Eligibility Forms (IEFs) on file. The nutritionist will evaluate the forms to determine if the child should be claimed as free, reduced, or paid. Any IEFs not fully completed, missing, or not effective for the month reviewed, will be invalid and the child counted in the paid category.

Based on the review of IEFs, the CACFP nutritionist will make a meal recount for the month being reviewed. Attendance records will be checked to verify that the child was in attendance when the meal was claimed. Enrollment records will be checked to verify that any child claimed was enrolled at the institution. Once the meal count is determined for the test month, an overclaim or underclaim may be assessed. If the meal count results in an overclaim, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) will complete a revised claim unless the institution chooses to appeal the overclaim. Furthermore, revisions for misclassified children must be made back to the date the claiming error was made or back twelve months whichever is shorter. See Chapter 12 for appeal procedures.


If the meal count results in an underclaim, the institution may submit a revised claim. The underclaim will be processed by MDHSS-CFNA if the institution submits it within 90 days from the end of the claim month. The institution may submit underclaims for month(s) prior to the review month if the revision is submitted within 90 days from the end of the claim month. An underclaim submitted after 90 days from the end of the claim month is not allowed by regulation to be processed by MDHSS-CFNA.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED	REVISED	CHAPTER	SECTION
	3/91	8/07	9	9.3
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Monitoring Policy		

Each institution will be monitored at least every three years. New institutions will be monitored within their first year of participation in the Program. Institutions having a history of problems may be visited on a more frequent basis. New participants will attend an orientation workshop prior to approval of the application for participation in the CACFP. Monitoring visits may be announced in advance or they may be unannounced. If announced in advance, the institution will receive a letter, but no date will be specified. The review may be conducted at any time within 45 days from the date of the letter. The center will be accountable for having records available when the MDHSS-BCFNA nutritionist arrives at the center. For unannounced visits, no advance notification will be given. Listed below are Program records required by regulations. During all monitoring visits, all required records must be available to the MDHSS-BCFNA nutritionist within one hour of arrival. Failure to make any and/or all records available within the required time may result in findings, corrective action, and/or overclaims.

The following records will be reviewed:

- All Income Eligibility Forms (IEFs). IEFs are not effective until an official of the child care center signs and dates them. An entire household may be included on one form, with the exception of foster children, who are a household of one.
- Daily attendance records and meal count sheets for the current fiscal year.
- Enrollment records for all children currently enrolled in the center.
- Copies of the Program Services Contract with the MDHSS-BCFNA.
- Daily records that show the number of meals, by type (breakfast, lunch, snack, etc.), served to adults working in food service (if applicable). Adult staff meals are not to be claimed for CACFP reimbursement.
- Copies of invoices and receipts that document administrative costs, operating costs, and income to your food program. If expenses not relating to CACFP are shown on the grocery store receipts, these purchases should be circled or otherwise indicated that they are not CACFP expenditures.
- Copies of menus (and production records for centers vended by a Food Service Management Company (FSMC)) for the current fiscal year.
- Copies of individual infant menus for each infant (age birth to the first birthday) in care.
- Copies of the Infant Feeding Preference Form completed by the parent or guardian.
- Information about CACFP training sessions, dates, locations, topics, and names of participants.
- The current license issued by MDHSS.
- For for-profit centers, a copy of your current contract with the Department of Social Services – Family Services Division (DSS-FSD) and the billing to FSD for the children who are beneficiaries of Title XX.
- We will review your center for compliance with the Civil Rights Act of 1964. The “And Justice For All” and “Building for the Future” posters must be posted in a prominent place. If you need posters, you can print from the link on the CACFP website contact MDHSS-CFNA at 800-733-6251.
- At least one meal service will be observed.
- A copy of your most recent sanitation inspection report conducted by the state or local health department.


	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	9	9.4
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Monitoring Visit Report			

The institution shall receive a monitoring visit report within one month of the on-site visit. The letter will outline any comments, findings, recommendations, and required actions. If a discrepancy is found in the meal count verification resulting in an overclaim, the Missouri Department of Health and Senior Services-Community Food and Nutrition Assistance (MDHSS-CFNA) will process a revised claim for the center. Response to any action items is required within three weeks of receipt of the monitoring visit letter.

If the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) does not receive the response within the given time frame, the institution will receive a reminder letter outlining the requirement to submit a corrective action plan. If, after the second notification, MDHSS-CFNA does not receive a response, a letter will be sent notifying the institution that it is seriously deficient for non-compliance with program requirements and the center will be given 14 days to comply. If the institution fails to respond within 14 days after notification of being declared seriously deficient, MDHSS-CFNA will send a letter proposing to termination the institution from the CACFP in accordance with program regulations.

Upon receipt of the institution's Corrective Action Plan, the MDHSS-CFNA personnel will determine if all actions are satisfactorily addressed. If the response is not satisfactory, further corrective action will be required.

If the monitoring visit revealed serious problems at the institution, the MDHSS-CFNA nutritionist will take follow-up action. The follow-up could be a return visit to the institution within 90 to 180 days and/or a requirement that the institution submit monthly records to the MDHSS-CFNA for review and to substantiate the claim for reimbursement.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  8/07	CHAPTER  9	SECTION  9.5
CHAPTER Chapter 9. The Monitoring Visit	SUBJECT Meal Service Compliance			


The menus for both infants and children will be reviewed to determine if the children are receiving the proper components and creditable foods. If the proper components are not served, meals will be disallowed.

If food expenditures for the month do not support the menu, meals will be disallowed.

Food purchase receipts and menus will be reviewed to determine if the appropriate quantities of all food items are being purchased, prepared, and served to each child. If food purchase receipts do not support the menus and verify adequate quantities are purchased, meals will be disallowed from reimbursement. Purchasing and serving less than the required quantity will result in a disallowance of meals.


A meal service will be observed during the monitoring visit to observe preparation and service methods. During the meal service, it will also be determined if adequate quantities of food and milk are served to the children.

Meals will be disallowed if the meal is served before or after the approved meal times as listed on the web-based Applications Center Information Sheet.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  9	SECTION  9.6
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Non-Profit Food Service Verification			

All CACFP money paid to an institution must be used solely for the food service operation. The Missouri Department of Health and Senior Services – Community Food and Nutrition (MDHSS-CFNA) nutritionist will review expenditures and income to the program for the review month to evaluate if the CACFP payment is going solely to support food service costs.

Receipts for food expenditures will be reviewed. If food costs for the month are less than the CACFP reimbursement, the institution must document other food service costs such as food service labor, supplies, rent, or utilities. If the total food service costs do not support the service of adequate, nutritious meals to the children, meals may be disallowed.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  5/03	REVISED  3/05	CHAPTER  9	SECTION  9.7
CHAPTER Chapter 9. The Monitoring Visit	SUBJECT Monitoring Findings			

During the monitoring visit, the Missouri Department of Health and Senior Services- Community Food and Nutrition Assistance (MDHSS-CFNA) nutritionist will review:

- All program records
- Staff training
- Safety and sanitation of the facility
- Claims
- Sponsor monitoring reviews (sponsors only)
- Observe the complete meal service


Institutions are graded A, B, or C based on the frequency and severity of findings.

The grade earned determines the normal frequency of MDHSS-CFNA monitoring reviews.

- A – good review with no major problems, next review scheduled in three years.
- B – some problems identified relating to organizational and management practices, next review scheduled in one to two years.
- C – serious problems identified relating to organizational and management practices, institution is seriously deficient and follow-up is conducted within 90 days.

NOTE: There may be variations of these grades and time for follow-up based on the frequency and severity of the problems identified.

An institution with a C rating of seriously deficient must demonstrate that it has fully and permanently corrected all problems related to the findings to continue participation in the CACFP.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  5/03	REVISED  3/05	CHAPTER  9	SECTION  9.8
CHAPTER Chapter 9. The Monitoring Visit	SUBJECT Review of All Food Purchase Receipts			

During each monitoring review, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) nutritionist will examine food receipts and invoices to determine whether or not the center has purchased adequate food to meet the minimum meal pattern requirements and support the menu. Key food items of interest, that are easily tracked through the monitoring process, are breads, the milk purchases and purchases of fresh produce. These items must be purchased on a regular basis due to their limited shelf life.

If the MDHSS-CFNA nutritionist has determined that the center has not purchased adequate quantities of milk, and this is the FIRST monitoring of the center and prior findings of inadequate milk have not been issued to an affiliated center or corporate employee, the representative will issue a warning to the center.

If the milk purchase shortage was cited at a previous CACFP review and a report issued to this center, other affiliated centers or corporate employees, milk disallowances will be made based on the percentage of meals that met minimum meal pattern requirements. When a shortage is determined, the representative will require that all food and milk receipts be submitted with monthly claims “until further notice.”

If an institution continues to have inadequate milk purchases for six consecutive months, they will receive a notice of serious deficiency from MDHSS-CFNA. Continued failure to provide adequate quantities of food and milk to the children after receipt of the serious deficiency notice will result in the proposed termination of the institution from the CACFP.

Fluid milk is a required meal component at breakfast, lunch, and supper meals. Milk purchase requirements are based on the institution’s monthly claim for reimbursement for these meals.

### Milk Requirements

1 gallon of milk will serve:

<u>Required Serving Per Meal</u>	<u>Servings Per Gallon</u>	<u>Age of Participants</u>
4 oz. (1/2 cup)	32 servings	1-2 years
6 oz. (3/4 cup)	21 servings	3-5 years
8 oz. (1 cup)	16 servings	6 and over

Children under 1 year of age must be served iron fortified infant formula or breastmilk.

Sample calculation for a child care center:


If the nutritionist determines that the center served (claimed) a total of 1,527 breakfasts and lunches, then based on a six (6) ounce serving of milk per child, the representative will calculate as follows:



$1,527 \times 6 \text{ ounces} = 9,162 \text{ ounces of milk needed.}$   
There are 128 ounces of milk per gallon.  
 $9,162 \text{ divided by } 128 = 71.6 \text{ gallons of milk needed.}$

Using this example, the center would have had to purchase 71 gallons and 2 quarts of milk to meet minimum meal pattern requirements for their claim.

Keep in mind that this is only an estimate, as any milk served at snacks is not included. If the center serves a large number of snacks with milk, the calculations would be lower than the actual requirement.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  1/08	CHAPTER  9	SECTION  9.9
CHAPTER Chapter 9. The Monitoring Visit	SUBJECT Deficiencies/Disallowances			

Meals will be disallowed if the records reviewed do not support the claim for reimbursement. If the institution does not agree with the findings of the CACFP reviewer, an appeal may be filed. See Chapter 12 for how to file an appeal.

Under certain conditions, an institution may be determined to be seriously deficient. If an institution is seriously deficient and fails to correct the deficiencies, the institution will be terminated from the CACFP. Conditions under which an institution may be considered seriously deficient may include, but are not limited to:

- Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice or any other activity indicating a lack of business integrity as defined by MDHSS-CFNA.
- Permitting an individual who is on the National Disqualified List to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center.
- Failure to operate the Program in conformance with the performance standards set forth in Federal regulations.
- Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations.
- Failure to maintain adequate records.
- Failure to adjust meal orders to conform to variation in the number of participants.
- Claiming reimbursement for meals not served to participants.
- Claiming reimbursement for a significant number of meals that do not meet Program requirements.
- Use of a Food Service Management Company that is in violation of health codes.
- Failure of a sponsoring organization to disburse payments to its facilities in accordance with the Federal regulations and with the sponsor's management plan.
- Claiming reimbursement for meals served by a proprietary Title XX child care center during a calendar month in which less than 25 percent of its enrolled children, or 25 percent of its licensed capacity, whichever is less, were Title XX beneficiaries.

- Failure of a sponsoring organization to properly train or monitor sponsored facilities in accordance with federal requirements.
- Failure to perform any of the other financial and administrative responsibilities required by the regulations.
- The fact that the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violation of that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in that program, including the payment of any debts owed.
- Conviction of the institution or any of the principals for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by MDHSS-CFNA.
- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.


If MDHSS-CFNA determines that a center or a sponsor of centers has committed one or more of the serious deficiencies listed in this policy, MDHSS-CFNA will initiate action to terminate the contract of the center or sponsor and any responsible principals or responsible individuals. Responsible principals and responsible individuals are defined in policy 12.5.

MDHSS-CFNA will notify the center's executive director and chairman of the board that the center has been determined to be seriously deficient. The notice will identify the basis for the serious deficiency(ies), the responsible principals and the responsible individuals, and will identify the timeframe for corrective action. The serious deficiency determination is not subject to appeal.

If a center fails to fully and permanently correct the serious deficiency, MDHSS-CFNA will take actions to terminate the contract with center or sponsor, and to place the center and its responsible principals and responsible individuals on the National Disqualified List. See policy 9.8 for procedures regarding terminations.


If corrective action has been taken to fully and permanently correct the serious deficiencies within the timeframes specified in the notice of serious deficiency, MDHSS-CFNA will notify the center's or sponsor's executive director and chairman of the board, and the responsible principals and responsible individuals, that MDHSS-CFNA has rescinded the serious deficiency determination. If, however, it is found at any future review that the center or sponsor has failed to fully and permanently correct the serious deficiency(ies) noted in the initial serious deficiency notification, MDHSS-CFNA will propose to terminate the center's or sponsor's contract without further opportunities for corrective action.

Reference: 7CFR226.6(c)(3)

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  1/08	REVISED	CHAPTER  9	SECTION  9.10
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Termination and Disqualification			

If a center or sponsor had not taken timely action to fully and permanently correct serious deficiency(ies), MDHSS-CFNA will notify the center's or sponsor's executive director and chairman of the board, and the responsible principals and responsible individuals that MDHSS-CFNA is proposing to terminate the center's or sponsor's contract and to disqualify the center, sponsor, responsible principals and responsible individuals from future participation in the CACFP. The notice of proposed termination will include the basis for the proposed termination, an explanation that, if the center or sponsor voluntarily terminates the contract after receiving notice of the proposed termination, the center/sponsor and the responsible principals and the responsible individuals will still be disqualified, and the procedures for seeking an administrative review (appeal hearing). A center or sponsor will have 15 days from the date of notice of the proposed termination to request an administrative review. See chapter 12 for more information on appeals.

When the time for requesting an administrative review expires, or when the Administrative Hearing Official (Appeal Officer) upholds MDHSS-CFNA's proposed termination and disqualification, MDHSS-CFNA will notify the center's or sponsor's executive director, chairman of the board, responsible principals or responsible individuals that the contract has been terminated and that the center/sponsor, the responsible principals and responsible individuals have been disqualified.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  1/08	REVISED	CHAPTER  9	SECTION  9.11
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Suspension of Participation			


If a state or local health or licensing official cites a center for serious health or safety violations, MDHSS-CFNA will take immediate action to suspend the center's participation in the CACFP, and will initiate action to terminate the center's contract to participate in the CACFP and to disqualify the center, the responsible principals, and the responsible individuals. MDHSS-CFNA will initiate this action even before any formal action is taken by the state licensing official or the state or local health official to revoke the center's license or approval. In addition, if MDHSS-CFNA determines that there is an imminent threat to the health or safety of participants at the center, or that the center has engaged in activities that threaten the public health or safety, MDHSS-CFNA will notify the appropriate state or local health or licensing authority and take action consistent with the recommendations and requirements of those authorities.

MDHSS-CFNA will notify the center's executive director, chairman of the board, the responsible principals and responsible individuals that the center's participation in the CACFP has been suspended, that the center has been determined to be seriously deficient, and that MDHSS-CFNA is proposing to terminate the contract and disqualify the responsible principals and responsible individuals. The notice of suspension and proposed termination will include the basis for the serious deficiencies, an explanation that, if the center voluntarily terminates its contract after having been notified of the suspension and proposed termination, the center and the responsible principals and responsible individuals will be disqualified, that the serious deficiency determination is not subject to administrative review, and the procedures for seeking an administrative review. In addition, during the suspension, all payments to the center will be stopped. If the administrative review official overturns the suspension, the center may claim reimbursement for eligible meals served during the suspension period.

When the time for administrative review expires, or when the hearing official upholds MDHSS-CFNA's proposed termination and disqualification, MDHSS-CFNA will notify the center/sponsor executive director, chairman of the board, responsible principals and responsible individuals that the contract has been terminated and that the center/sponsor, responsible principals and responsible individuals have been disqualified.


**Suspension Review:** A center or sponsor may request a review of MDHSS-CFNA's proposed suspension. The proposed suspension will be heard by the designated hearing official. If the hearing official determines that the suspension is not appropriate, MDHSS-CFNA will be prohibited from suspending the center/sponsor. If the hearing official determines that the suspension actions taken by MDHSS-CFNA are appropriate, the center or sponsor will be suspended from participation in the CACFP beginning on the date the hearing official makes the decision. MDHSS-CFNA will notify the center/sponsor's executive director, chairman of the board, responsible principals, and responsible individuals that the center's/sponsor's participation has been suspended, including program payments, the effective date of the suspension, the procedures for seeking an administrative review, and an explanation that, if the hearing official overturns the suspension, the center/sponsor may claim reimbursement for the eligible meals served and the allowable administrative costs incurred during the suspension period.

The suspension of participation may remain in effect no longer than 120 days following the suspension review decision.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.1
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Non-Pricing Institutions – Policy Statement			

Non-pricing institutions are those that do not charge a separate identifiable charge for meals served to enrolled children. All non-pricing institutions shall have a written policy, which states that there is no separate fee charged to participants for meals. The nondiscrimination policy statement is included on the Application for Child Care Facility in the CACFP (CACFP-2). Institutions shall not participate in the CACFP unless the free and reduced price policy statement has been signed and approved by the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA).

At a minimum, a non-pricing center shall have a nondiscrimination policy statement assuring that all children are served the same meals at no separate charge, regardless of race, color, national origin, sex, or disability.

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.2
CHAPTER Chapter 10. Free and Reduced Price Meals		SUBJECT Pricing Institutions – Policy Statement			


Pricing institutions are those which charge a separate identifiable charge for meals served to enrolled children. All pricing institutions shall submit, at the time of application, a written free and reduced price policy statement to be used uniformly in child care center(s) under the institution's jurisdiction. A sample nondiscrimination policy statement is included in the application packet. Institutions shall not participate in the CACFP unless the free and reduced price policy statement has been signed and approved by the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA).

The nondiscrimination policy statement for pricing centers for determining eligibility for free and reduced price meals shall include at a minimum:

1. Specific criteria to be used in determining eligibility for free and reduced price meals. The eligibility criteria shall conform to the current Secretary of Agriculture's income standards. Such methods will ensure that applications are accepted from households on behalf of children who are members of Temporary Assistance (TA) units or food stamp households.
2. Description of the method used to:
  - Accept applications from families for free and reduced price meals; and
  - Collect payments from those children paying the full or reduced price of the meal which will protect the anonymity of the children receiving a free or reduced price meal.
3. An assurance that the institution will establish a hearing procedure for use when benefits are denied or terminated as a result of verification. The hearing procedure shall include at a minimum:
  - A simple, publicly announced method for a family to make an oral or written request for a hearing.
  - An opportunity for the family to be assisted or represented by an attorney or other person in presenting its appeal.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - The hearing shall be held with reasonable promptness and convenience to the family and that adequate notice shall be given to the family as to the time and place of the hearing.
  - An opportunity for the family to present oral or documentary evidence and arguments supporting its position.
  - An opportunity for the family to question or refute any testimony or other evidence and to confront and cross examine any adverse witnesses.
  - The hearing shall be conducted and the determination made by a hearing official who did not participate in making the initial decision.
  - The determination of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of that hearing record.

- The family and any designated representatives shall be notified in writing of the decision of the hearing official.
  - A written record shall be prepared which shall include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefore, and a copy of the notification to the family of the decision of the hearing official.
  - Such written record of each hearing shall be preserved for three years and shall be available for examination by the family or its representatives at any reasonable time and place during the three year period.
4. An assurance that there will be no overt identification of free and reduced price meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, age, or disability.
  5. An assurance that the charges for a reduced price lunch or supper will not exceed 40 cents, that the charge for a reduced price breakfast will not exceed 30 cents, and the charge for a reduced price supplement will not exceed 15 cents.




 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.3
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Press Release			

Each year, the Missouri Department of Health and Senior Services –Community Food and Nutrition Assistance (MDHSS-CFNA) shall provide a public release to information media (television, radio, or newspaper) serving the area from which the institution draws its attendance. This public release will include the income eligibility guidelines for free and reduced price meals. The public release for non-pricing institutions will announce the availability of meals at no separate charge.

The public release for pricing institutions shall announce the availability of free and reduced price meals to children meeting the approved eligibility criteria.

All releases will state that “The same meals are available to all enrolled children without regard to race, color, national origin, sex, age, or disability, and there is no discrimination in the course of the meal service. If you believe that you have been treated unfairly in receiving food services for any of these reasons, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.”

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	10	10.4
CHAPTER Chapter 10. Free and Reduced Price Meals		SUBJECT Income Eligibility Form Overview			

In order to qualify for free or reduced price meals, an Income Eligibility Form (IEF) must be completed by a parent or guardian of the child(ren) attending the center. If a parent chooses not to complete the IEF, the child must be claimed in the paid category.


The IEF serves as a tool to evaluate the eligibility status of the children served. Federal regulations require that specific information be collected on the form in order for benefits to be received. It is very important that the IEF be accurately completed by the parent and carefully evaluated by the center personnel before a claiming classification is determined. Incorrect claiming classifications will result in an over-payment to institution and repayment to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA).

The IEF must be completed annually or any time the parent's income changes. The IEF must be updated if the parent's income increases by \$50 per month or \$600 per year or if the child's Temporary Assistance (TA) or food stamp eligibility changes. There are two methods which are currently used to keep IEFs updated. These are:

1. The center has each child's parent complete an IEF when the child is enrolled. At the end of one year, the parents will complete a new IEF. Use of this method requires the center to update individual children's IEFs each month.
2. The center has each child's parent complete an IEF when the child is enrolled. Then, at a specific month during the year, usually July or August, the center conducts annual re-enrollment. As a part of the re-enrollment process, an IEF is completed. By using this method, the center does not have to track IEF expiration dates on a monthly basis.


New income guidelines are issued in July of each year. IEFs that are completed prior to July of the current year cannot be re-evaluated when the new income guidelines are issued. For example, if a parent completes a new IEF in January, eligibility for free or reduced meals must be based on income guidelines issued in July of the previous year. When the new income guidelines are issued later in July of the same year, the center cannot re-evaluate the IEF completed in January using the new guidelines. Eligibility must continue to be based on the guidelines issued the previous year, prior to completion of the IEF. The only way the new income guidelines can be utilized in this example is if the parent completes a new IEF in July of each year.

More information can be found in the booklet entitled Income Eligibility Guidance for Child Care Centers at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html).

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.5
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Application for Free and Reduced Price Meals			


To determine an enrollee's eligibility for free and reduced price meals, institutions shall give the Parent Letter and an Income Eligibility Form (IEFs) to parents or guardians of each child enrolled at the center. In the CACFP, a child can be claimed as free, reduced, or paid. The free category provides a substantial reimbursement per meal whereas the paid category provides a minimal reimbursement. A sample IEF and instructions for completing the form can be found in the booklet entitled "Income Eligibility Guidance for Child Care Centers." This booklet is reissued each June when the Federal Income Guidelines are received by MDHSS-CFNA. It can also be found on the CACFP website at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html).

The institution must assure that the IEF is completed fully and accurately. If a parent does not return the IEF, the child shall be claimed as paid. Every child claimed for free or reduced price meals, including Family Services Division vendor children and foster children, must have an IEF on file.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.6
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Letter to Parents			


The parent or guardian shall receive a letter informing them of the procedures for determining their child(ren)'s eligibility for free and reduced price meals at the same time as they are asked to complete the Income Eligibility Form (IEF).

The federal regulations require that the parent letter contain certain information. A sample letter to the parent for non-pricing institutions can be found in the booklet entitled Income Eligibility Guidance for Child Care Centers. The parent letter for pricing institutions is available upon request from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance or at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html).

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.7
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Determination of Eligibility – Non-Pricing			

Center personnel shall review the income eligibility application to determine if the child is eligible for free or reduced price meals. The following steps shall be taken when determining the eligibility of the child:


- The application shall be reviewed by the authorized center personnel to determine if all portions of the application have been completed. The application is not valid if not fully completed, signed and dated by the parent or guardian.
- The center personnel shall determine the child's claiming category based on the income guidelines or categorical eligibility. Income guidelines can be found in the booklet entitled "Income Eligibility Guidance for Child Care Centers" or on the web at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html). A child is categorically eligible if the parent or guardian receives food stamps or Temporary Assistance (TA) payments and the food stamp or TA case number is given on the income eligibility form, and the parent has signed and dated the form. If a food stamp or TA case number is not given on the income eligibility form, the parent or guardian must complete the entire application, providing household size and income levels.
- If the information given by the parent is incomplete or does not meet eligibility criteria, the child must be claimed as paid.
- The income eligibility form shall be signed and dated by the center's authorized representative once the eligibility determination is made. The income eligibility form is effective from the first day of the month that the authorized center representative signs and dates the form. For example, if the center personnel signs the income eligibility form on October 10, 2005, the income eligibility form would be retroactively effective to October 1, 2005.
- The income eligibility form is effective for one year from the actual date the form is signed by the authorized center personnel.
- New income guidelines are issued in June of each year, but do not become effective until July 1<sup>st</sup>. Income eligibility forms that are completed prior to July of the current year cannot be re-evaluated when the new income guidelines are issued. For example, if a parent completes a new income eligibility form in January, eligibility for free or reduced meals must be based on income guidelines issued in July of the previous year. When the new income guidelines are issued later in July of the same year, the center cannot re-evaluate the income eligibility form completed in January using the new guidelines. Eligibility must continue to be based on the guidelines issued the previous year, prior to completion of the income eligibility form. The only way the new income guidelines can be utilized in this example, is if the parent completes a new income eligibility form in July of each year.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  10	SECTION  10.8
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Determination of Eligibility – Pricing Center			

Center personnel shall review the income eligibility application to determine if the child is eligible for free or reduced price meals. The following steps shall be taken when determining the eligibility of the child:

- The application shall be reviewed by the authorized center representative to determine if all portions of the application have been completed. The application is not valid if not fully completed, signed and dated by the parent or guardian.
- The center personnel shall determine the child's claiming category based on the income guidelines or categorical eligibility. Income guidelines can be found in the booklet entitled "Income Eligibility Guidance for the Child and Adult Care Food Program" or on the web at [www.dhss.mo.gov/cacfp/LawsRegs.html](http://www.dhss.mo.gov/cacfp/LawsRegs.html). A child is categorically eligible if the parent or guardian receives food stamps or Temporary Assistance (TA) payments and the food stamp or TA case number is given on the income eligibility form and the parent or guardian has signed and dated the form. If a food stamp or TA case number is not given on the income eligibility form, the parent or guardian must complete the entire application, providing household size and income levels.
- If the information given by the parent is incomplete, or does not meet eligibility criteria, the child must be claimed as paid.
- The income eligibility form shall be signed and dated by the authorized center representative once the eligibility determination is made. The income eligibility form is effective from the first day of the month that the center personnel signed and dated the form. For example, if the center personnel sign the income eligibility form on October 10, 2004, the income eligibility form would be retroactively effective to October 1, 2004.
- Center personnel shall inform parents or guardians by written notice of the income eligibility determination. This written notice shall include at a minimum:
  - Results of the income eligibility determination;
  - The reason for the denial of benefits (if applicable);
  - Notification of the right to appeal;
  - Instructions on how to appeal; and
  - A statement reminding parents that they may reapply for free or reduced price benefits at any time during the year.
- Documentation of ineligibility shall be retained by the institution for a period of three years.
- The income eligibility form is effective for one year from the actual date the form is signed by the authorized center representative.
- New income guidelines are issued in June of each year, but are not effective until July 1. Income eligibility forms that are completed prior to July of the current year cannot be re-evaluated when the new income guidelines are issued. For example, if a parent completes a new income eligibility form in

January, eligibility for free or reduced meals must be based on income guidelines issued in July of the previous year. When the new income guidelines are issued later in July of the same year, the center cannot re-evaluate the income eligibility form completed in January using the new guidelines. Eligibility must continue to be based on the guidelines issued the previous year, prior to completion of the income eligibility form. The only way the new income guidelines can be utilized in this example, is if the parent completes a new income eligibility form in July of each year.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  6/90	REVISED  3/05	CHAPTER  11	SECTION  11.1
CHAPTER Chapter 11. Procurement	SUBJECT Overview			

Procurement of goods and services involves purchasing the desired product at the lowest price possible. Achieving this objective requires careful planning on the institution's part. Parts of the planning process must include, at a minimum, the following steps:

- Determining the purchase method;
- Developing a blueprint to describe the product or service rendered. The blueprint is referred to as an Invitation for Bid;
- Determining the criteria used to award the bid;
- Soliciting (recruiting) providers to supply the product;
- Evaluating the bids received;
- Awarding the bid; and
- Monitoring the contract to assure requirements of the contract are met.

When completing each of the above stages, it is mandatory that federal and state regulations are followed. The above steps and applicable regulations will be detailed in the following sections.

Regardless of the methods used for procurement, the institution must assure that all procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value are conducted in a manner that provides maximum open and free competition.


Competition is mandated so that Program goods, equipment, and services will be obtained at the lowest possible cost. All procurements must be made using competitive practices.

In order to assure that true competition is taking place, identical specifications, identical requests for bids or identical requests for proposals must be furnished to the potential vendors. All pertinent data must be made available to potential vendors.

To the extent possible, efforts must be made to include small, minority, women's, and labor surplus area firms on the solicitation list. These firms must be solicited when they are potential sources for purchased goods and services. When economically feasible, total requirements must be divided into small quantities and delivery requirements or schedules established to permit maximum participation by these firms.

When indicated, the services of the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce should be used.



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CHAPTER Chapter 11. Procurement	SUBJECT Determining the Purchase Method			

There are four different methods which can be used when purchasing goods or services. The methods are:

### **Small Purchase Procedures**

Small purchase procedures are simple and informal procurement methods used in the purchase of goods and services which do not exceed, in the aggregate, more than \$100,000 for public and private non-profit organizations, or more than \$10,000 for for-profit organizations. When using the informal bid procedure, price or rate quotations shall be obtained from at least three qualified sources. Free and open competition must prevail when using small purchase procedures. The items or services to be purchased must be adequately and consistently described for each prospective vendor so that each one can provide price quotes on the same merchandise or service.

Documentation of the price and rate quotations must be kept on file and available for review. The lowest and best bid shall be accepted.

### **Competitive Sealed Bids**

Sealed bids are publicly solicited and a fixed-price contract is awarded to the bidder whose bid, conforming to all terms of the Invitation for Bid (IFB), was lowest in price. A fixed-price contract is defined as an agreement to pay a certain amount per unit of a good or service.

In order for the competitive sealed bid procedure to be feasible, these conditions must be present:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible suppliers are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm-fixed price contract. Selection of a successful bidder can be made principally on the basis of price.

If it is determined that competitive sealed bidding is appropriate, the following requirements must be met:

- Develop a complete, adequate, and realistic specification or purchase description. The description will be in the form of an IFB. The IFB shall clearly define the item or services needed in order for the bidders to properly respond. See Section 11.3 for more information on developing the IFB or contact the Missouri Department of Health and Senior Services for a prototype IFB.
- Formally advertise for potential bidders. Part 226.21 of the CACFP regulations specifies that for any contracts having an aggregate value greater than \$100,000 (\$10,000 for for-profit institutions), the institution must:
  - i. Publicly announce all proposed contracts at least 14 calendar days prior to the opening of the bids. The announcement shall include the time and place of the bid opening.
  - ii. Notify the State agency at least 14 calendar days prior to the opening of the bids of the time and place of the bid opening.
- Publicly open all bids at the time and place stated in the invitation for bid.

Once the institution has made a choice to award the bid, a firm-fixed price contract award shall be made by written notice to the responsive bidder whose bid, conforming to the invitation for bid, is lowest. Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

### **Competitive Negotiation**

Proposals are requested from a number of sources and the request for proposal is publicized. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for procurement, contact the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance.


### **Noncompetitive Negotiation**

This form of procurement is through solicitation of a proposal from only one source. This form of procurement can only be used under the following circumstances:

- The item is available from a single source;
- Public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation;
- FNS authorizes noncompetitive negotiation; or
- After solicitation of a number of sources, competition is determined inadequate.

Under no conditions can a cost plus percentage of cost method of contracting be used.

Reference: 7CFR226.21 and 226.22

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  6/90	REVISED  3/05	CHAPTER  11	SECTION  11.3
CHAPTER Chapter 11. Procurement		SUBJECT Developing the Invitation For Bid			

When building a home, engineers and construction workers use a blueprint. The blueprint details where the plumbing goes, where the electrical outlets should be placed, the materials needed, and most all information needed for successful completion of the house. Without portions of the blueprints, a room may have no electrical outlets, the house may have no front door, or the house may be facing the wrong direction. It is, therefore, essential that construction workers have specific detailed directions on how a house should be built.

Just as a construction worker needs good blueprints to build a quality home, a food service vendor or caterer needs specific instructions regarding the food that you, as the buyer, want delivered.

Part 226.6(i) of the CACFP regulations require the following minimum specifications be placed in the blueprint or Invitation for Bid (IFB):

- The contractor shall maintain such records as the institution will need to support the monthly claim for federal reimbursement and shall provide invoices and delivery reports to the institution no less frequently than monthly. These records shall be available for inspection and audit by representatives of the State agency, U.S. Department of Agriculture, and U.S. General Accounting Office for a period of three years from the date of receipt of final payment under the agreement or until final resolution of any audits.
- The contractor shall have certification from the State health department or the local health department official deputized by the state health department for any facility in which it proposes to prepare food and/or serve meals and shall maintain this health certification for the duration of the agreement.
- The contractor shall ensure health and sanitation regulations are met at all times. The contractor shall provide meals for periodic inspection by the local health department to determine bacteria levels in the meals being prepared.
- Payment shall not be made for meals that are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, do not meet the requirements for each food component, or are delivered with potentially hazardous foods at temperatures between 41 to 140 degrees Fahrenheit.
- Any federally donated commodities received by the institution or school and made available to the contractor shall be used only for the food service program in that institution.
- A delivery schedule specifying when meals will be delivered and to what location.
- A provision allowing increases and decreases in the number of meals ordered.

- A cycle menu upon which the bid will be based.
- Meals provided by the contractor shall conform to the cycle menu upon which the bid was based, and to menu changes agreed upon by the institution and food service management company.
- Names and addresses of all state agency approved child care centers, child care homes, and outside school hours care centers to which food shall be delivered.
- The contractor will operate in accordance with current program regulations.
- All meals served under the contract shall meet the requirements of Part 226.20 of the CACFP regulations.
- The duration of the contract shall not exceed one year and shall include a termination clause whereby either party may cancel upon written notification.
- Provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms.
- An estimation of the number of meals which shall be provided over a period of one year.


Contracts in excess of \$100,000 shall:

- Contain provisions requiring compliance with Executive Order 11246 entitled “Equal Employment Opportunity” as amended by Executive Order 11375.
- Contracts in excess of \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act.

Part 226.21 of the CACFP regulations further state that the IFB:

- Shall not provide for loans or any other monetary benefit or terms or conditions to be made to institutions by food service management companies.
- Shall not include any nonfood items except for items that are essential to the food service (Example: straws, napkins, plastic utensils).
- Shall not specify special meal requirements to meet ethnic or religious needs unless special requirements are necessary to meet the needs of the children to be served.

Only by specifying the above items will prospective providers know exactly what the buyer wants. Sample IFBs for food service purchases are available upon request from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance.


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CHAPTER Chapter 11. Procurement		SUBJECT Criteria for Awarding the Bid			

Awards for the bid can only be made to responsible contractors that have the potential ability to perform successfully under bid the conditions of the Invitation for Bid (IFB). Consideration shall be given to:

- contractor integrity;
- compliance with public policy;
- record of past performance; and
- financial and technical resources.

Any criteria, other than cost, used to evaluate the bid should be clearly set forth in the IFB. Institutions must document the reason for selecting or rejecting a vendor. If the lowest bid price is not the determining factor, written justification must be maintained showing why one vendor was more beneficial than another to the Program.

Reference: 7CFR226.22(h)(2)


 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  6/90	REVISED  3/05	CHAPTER  11	SECTION  11.5
CHAPTER Chapter 11. Procurement	SUBJECT Opening, Evaluating, and Awarding the Bid			

All bids shall remain sealed and in a secure place prior to the bid opening. Any bids exceeding \$100,000 shall be publicly opened.

Bids shall be evaluated based on cost and criteria outlined in the invitation for bid. Based on these factors, a decision shall be made to award the bid. Any bids totaling \$50,000 or more must be submitted to the State agency for approval before acceptance. Any bids shall be submitted to the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance for approval before accepting a bid which exceeds the lowest bid.

Based on the bid evaluation, a firm fixed-price contract award shall be made by written notice to the responsible bidder whose bid, conforming to the invitation for bids, is lowest.


Reference: 7CFR226.22

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CHAPTER Chapter 11. Procurement		SUBJECT Monitoring the Contract			

The CACFP provider is ultimately responsible for assuring that all requirements are being met by the food service caterer. The CACFP provider must monitor to assure the caterer is fulfilling all requirements of the contract. Items that should be monitored on an occasional basis include:

- Meal requirements of CACFP 226.20 are being met.
- Caterer has a current sanitation inspection on file. Any deficiencies noted by the sanitarian are corrected.
- Caterer is using foods from an approved source.
- Caterer is charging CACFP provider based on the terms of the contract.
- Caterer is maintaining production records to verify that minimum serving sizes are provided.
- The caterer shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract.

Reference: 7CFR226.6(i)(7)

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED  6/90	REVISED  3/05	CHAPTER  11	SECTION  11.7
CHAPTER Chapter 11. Procurement		SUBJECT Standards of Conduct			

Institutions contracting for services shall maintain a written code of standards of conduct which governs the performance of officers, employees, or agents involved in the administration or award of the contract. No officer, employee, or agent shall participate in the selection, or in the award or administration of a contract supported by CACFP funds if a conflict of interest or a possible conflict of interest would be involved.


A conflict of interest is possible when:

- The employee, officer or agent,
- Any member of his immediate family,
- His or her partner; or
- An organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

An institution's officers, employees, or agents shall also not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Reference: 7CFR226.22(d)



 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  12	SECTION  12.1
CHAPTER Chapter 12. Complaint and Appeal Procedures	SUBJECT Actions Which Can Be Appealed			

During the course of the contract with an institution, the Community Food and Nutrition Assistance (CFNA) may make determinations with which the institution may not agree. For any actions impacting the institution, CFNA will advise the institution of the grounds on which the CFNA based its action. The notice of required action shall be sent certified mail, faxed or e-mailed to the institution's executive director and chairman of the board of directors and the responsible principals/individuals. Also included will be a statement that the institution has the right to appeal the action.


An independent institution or sponsoring organization may appeal decisions made by CFNA. Actions which may be appealed are those that affect the participation of an institution in the Program or the institution's claim for reimbursement. Actions which may be appealed include:

- Denial of an institution's application for participation;
- Denial of an application submitted by a sponsoring organization on behalf of a facility;
- Notice of proposed termination of the participation of an institution or facility;
- Notice of proposed disqualification of a responsible principal or responsible individual;
- Suspension of an institution's participation for health or safety reasons or submission of a false or fraudulent claim;
- Denial of all or part of a claim for reimbursement;
- Demand for the remittance of an overpayment;
- Denial by the Missouri Department of Health and Senior Services to forward to the Food and Nutrition Service an exception request by the institution or sponsoring organization for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an overclaim; and
- Any other action of the state agency affecting an institution's participation or its claim for reimbursement.

Actions not subject to appeal include:

- A decision by FNS to deny an exception request by an institution for payment of a late claim or for an upward adjustment to a claim;
- A determination that an institution is seriously deficient;
- Disqualification and placement on the National Disqualified List; and
- Termination of a participating institution's contract, based on the disqualification of the institution by another State Agency or FNS.

Source: CFR226.6(k)(2) and (3)

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	3/05	12	12.2
CHAPTER Chapter 12. Complaint and Appeal Procedures		SUBJECT Types of Appeals			

Appeals are conducted before a duly appointed administrative hearing officer.


An administrative review is an in-person, verbal hearing at which testimony and evidence is submitted by the participant and the Missouri Department of Health and Senior Services.

An abbreviated administrative review is a review of written material only. Written evidence is submitted to the Hearing Officer for consideration in the appeal. An appellant cannot request an administrative review after the abbreviated administrative review has taken place.

Abbreviated administrative reviews are the only option available to appellants under the following conditions:

- Submission of false information on the application.
- The institution, one of its sponsored facilities, or one of the principals of the institution or its facilities is on the National Disqualified List.
- The institution, one of its sponsored facilities, or one of its principals or one of its facilities is ineligible to participate in any other publicly funded program.
- The institution, one of its sponsored facilities, or one of the principals of the institution or one of its facilities has been convicted for any activity that indicates a lack of business integrity.

Source: 7CFR226.6(k)(4) and (9)

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  12	SECTION  12.3
CHAPTER Chapter 12. Complaint and Appeal Procedures	SUBJECT Filing an Appeal Request			

An independent institution or sponsoring organization can appeal any of the actions listed in Section 12.1 by filing a written request for appeal.

### Filing the Request

An institution or principal has 15 days by regulation to request an administrative review. The counting of the 15 days allotted for the request begins on the fifth day after the date of mailing of the state agency notice, or on the date of email or fax by the state agency, or on the date the institution receives the notice of findings, whichever is earliest. See the “What To Do If You Decide To Appeal” flier.

The appeal **must** be a written request sent to:

Hearing Officer (address provided with correspondence)	AND	Missouri Department of Health and Senior Services Community Food & Nutrition Assistance P.O. Box 570 Jefferson City, MO 65102
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A request for an appeal must be submitted to both parties listed above.

The appeal request must:


- Have the name, phone number, and mailing address of your institution or the person filing the appeal.
- Clearly identify the findings that are being appealed, the basis of the appeal, and the remedy sought.
- Have written information to support the appeal (abbreviated review only).
- Have a copy of the notice from the state agency that gives rise to the review request.
- State whether or not the participant is requesting an in-person oral hearing, or an abbreviated administrative review. A party or entity requesting a review may elect to have an abbreviated administrative review even though entitled to a full hearing.
- Be signed by the authorized representative of the institution and have the name and the title of the person who signed the request, if other than the authorized representative.

### Notification and Scheduling

1. You will receive a docketing letter giving the date, time, and location of the administrative hearing by certified mail within 10 calendar days of receipt of the appeal request.
2. Either the Missouri Department of Health and Senior Services (MDHSS) or the party requesting the review may thereafter seek a continuance (rescheduling) of the hearing. Such requests must be in writing and should state the reason for the continuance request. The continuance request must be sent to the Hearing Officer and MDHSS. Note: A request of a continuance by the appealing party may waive the right to decision within 60 days of the state agency notice.

3. The Hearing Officer will notify both parties as to whether or not the continuance is granted or denied. If it is denied, the hearing will be held as originally scheduled. If it is granted, a new hearing date will be sent by the Hearing Officer. It is extremely helpful if a request for a continuance also contains a statement as to what dates for a new hearing are not available to the party requesting the continuance.
4. MDHSS has the right to file an objection to the continuance.
5. The institution can request copies of the information in the Community Food and Nutrition Assistance's files upon which the adverse action was based.
6. Representation by an attorney: Missouri state law prohibits employees of a corporation from acting as an attorney on behalf of the employing corporation. An employee may participate in an administrative review on behalf of a corporation, but participation is limited to testimony about the relevant facts related to the appeal. A non-attorney may **not** file motions, briefs, or make legal arguments or examine witnesses.
7. MDHSS will have legal counsel representation at all in-person oral hearings.
8. If the appellant fails to appear at the scheduled date, time, and place, the Hearing Officer will proceed to render a final determination based on available written information.

**ALL SUBMISSIONS OF WRITTEN MATERIAL MUST BE SUBMITTED BY MAIL. REQUESTS FOR CONTINUANCES MAY BE SUBMITTED BY FAX TO THE HEARING OFFICER.**

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CHAPTER Chapter 12. Complaint and Appeal Procedures		SUBJECT Determination of the Hearing Officer			

The Hearing Officer shall make a written determination based upon written information submitted by the Community Food and Nutrition Assistance (CFNA), written information submitted by the institution in support of its position, additional information as may be obtained by the Hearing Officer from any other person or persons having relevant and pertinent information, and information presented orally at the hearing.

The Hearing Officer will make a determination on the action under appeal within 60 calendar days from the date of notice of the adverse action in accordance with the regulations governing the CACFP. This determination is the final administrative decision on the matter. It is not subject to further administrative review or reconsideration.

The Hearing Officer's determination will be sent by certified mail, return-receipt requested, to the appellant's institution or its representative. A copy will also be sent to the CFNA. It will take effect immediately upon receipt by the appellant institution or its representative.


In the case of a denial of an institution or facility's application to participate in the program, the determination of the Hearing Officer will either sustain the denial or shall direct that the institution or facility be approved for participation.

In the case of a denial of all or part of a claim for reimbursement, or demand for refund of an overpayment, the determination of the Hearing Officer will either sustain the action under appeal, or specify the amount of the claim for reimbursement, or refund of overpayment to be paid.

In the case of the termination of an institution or facility's participation in the Program, the determination of the Hearing Officer shall either sustain the termination or shall direct that the institution or facility be permitted to continue participation in the Program.

If an appeal and request for administrative review involves any doubtful questions of law, the Hearing Officer will obtain the advice of the Office of General Counsel, Missouri Department of Health and Senior Services.

Reference: 7CFR226.6(k)

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  4/1/03	REVISED  3/05	CHAPTER  12	SECTION  12.5
CHAPTER Chapter 12. Complaint and Appeal Procedures	SUBJECT Appeal of Propose to Terminate Seriously Deficient			

An institution and responsible principals and responsible individuals that receive a notice of a serious deficiency have the right to appeal the findings leading to the serious deficiency rating, but **not** the serious deficiency notice. See Section 9.7 for a listing of serious monitoring findings.

Institutions and responsible principals with serious deficiencies have 90 days to demonstrate “full and permanent” corrections by:

- Submission of a corrective action plan, and
- A follow-up on-site visit by the Community Food and Nutrition Assistance staff.


A copy of the notification of serious deficiency is forwarded to the United States Department of Agriculture – Mountain Plains Regional Office (USDA-MPRO) for tracking.

When a follow-up site visit demonstrates full and permanent corrective action, the serious deficiency rating is rescinded and USDA-MPRO is notified.

When a follow-up on-site visit demonstrates that limited or no corrections have been made, MDHSS-CFNA will send by certified mail, e-mail, or fax a “proposal to terminate” the CACFP contract and disqualify the responsible principals and responsible individuals. A proposal to terminate the CACFP contract can be appealed.

A responsible principal of an organization is defined as directors, managers, officers, board members, and owners.

Responsible individuals are defined as those whose actions or inactions resulted in the serious deficiency. This can include employees, contractors, volunteers, and unpaid family members.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  4/27/10	REVISED	CHAPTER  12	SECTION  12.6
CHAPTER Chapter 12. Complaint and Appeal Procedures	SUBJECT Payments During the Administrative Review Process			

During the period of the administrative review, the Missouri Department of Health and Senior Services (MDHSS) is prohibited from taking action to collect or offset an overpayment. However, MDHSS must assess interest, beginning with the initial demand for remittance of the overpayment and continuing through the period of administrative review, unless the administrative review official overturns MDHSS's action.

During the administrative review, MDHSS must continue its efforts to recover advances in excess of the claim for the reimbursement for the applicable period. The recovery can be through a demand for full payment or an adjustment of subsequent payments.


Unless participation has been suspended, MDHSS must continue to pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative expenses incurred until the time for requesting an administrative review has expired or when the determination is made by the administrative review official.

MDHSS is prohibited from paying any claims for reimbursement from a new institution for eligible meals served or allowable administrative expenses incurred until the department has approved its application and the institution and MDHSS have signed a Program agreement.

If the renewing institution's agreement expires before the end of the time allotted for corrective action, and/or the conclusion of any administrative review requested by the renewing institution: (1) The MDHSS must temporarily extend its current agreement with the renewing institution and continue to pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative expenses incurred; and (2) The actions set forth in the previous point (1) must be taken either until the serious deficiency(ies) is corrected or until the institution's agreement is terminated, including the period of any administrative review;

Unless participation has been suspended, MDHSS must continue to pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative expenses incurred until the serious deficiency(ies) is corrected or the institution's agreement is terminated, including the period of any administrative review.

MDHSS is prohibited from paying any claims for reimbursement submitted by a suspended institution. However, if the suspended institution prevails in the administrative review of the proposed termination, the MDHSS must pay any claims for reimbursement for eligible meals served and allowable administrative costs incurred during the suspension period. However, if the institution suspended for the submission of false or fraudulent claims is a sponsoring organization, MDHSS must ensure that sponsored facilities continue to receive reimbursement for eligible meals served during the suspension period. If the suspended institution prevails in the administrative review of the proposed termination, MDHSS must pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative costs incurred during the suspension period.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  3/91	REVISED  3/05	CHAPTER  13	SECTION  13.1
CHAPTER Chapter 13. Commodities	SUBJECT Commodities			

Child care centers participating in the CACFP are eligible to receive USDA commodities. Commodities can come in the form of food supplies or additional money.

Commodities are foods that USDA purchases in large quantities. Products purchased may include beef, canned or fresh fruits and vegetables, wheat products, peanut butter, or other available products. USDA distributes these products, through state outlets, to agencies which are eligible to receive them.

Institutions receiving commodities must sign an agreement with the Missouri Department of Social Services, Family Support Division. Signature of this agreement indicates that the institution agrees to abide by terms and conditions contained within the agreement.

**Bonus commodities** (cheese, butter, honey, and nonfat dry milk) are additional food supplies given to institutions that are already participating in the commodity program. Participants receiving cash-in-lieu of commodities are not eligible for bonus commodities. The supply of bonus commodities is not consistent from year to year. One year a provider may receive bonus commodities and the next year no bonus commodities may be available.

Cash-in-lieu of commodities is a monetary payment for each lunch or supper served. A center receiving cash-in-lieu of commodities will receive a per lunch/supper meal reimbursement. This payment is equivalent to the dollar value of the commodity allotment.

Each year, it is Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance’s (MDHSS-CFNA) responsibility to ask each institution if they would rather receive cash or commodities. This question is asked during the application process. If less than one-third of the institutions choose commodities, MDHSS-CFNA will require that all institutions receive cash-in-lieu of commodities. If more than one-third of the institutions wish to receive commodities, MDHSS-CFNA will provide commodities or cash based on the institution’s preference.



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